Naval Education and Training Command

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Training Manual (TRAMAN)

Storekeeper 3 & 2

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Naval Education And Training Program Management Support Activity

STOREKEEPER 3 & 2

NAVEDTRA 12650

1996 Edition Prepared by
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PREFACE

This training manual (TRAMAN), *Storekeeper 3 & 2,* NAVEDTRA 12650, along with its separate nonresident training course (NRTC), 82650, will enable ambitious Storekeepers to help themselves fulfill the requirements of their rating. Among those requirements are the abilities to order, receive, inspect, stow, ship, and issue materials and cargo; account for government materials; prepare and maintain required forms, records, correspondence, reports, and files; operate or supervise an operation involving the use of material handling equipment; and document and assemble material for shipment.

Designed for individual study and not formal classroom instruction, the TRAMAN provides subject matter that relates directly to the operational qualifications of the Storekeeper rating. The NRTC provides the usual way of satisfying the requirements for completing the TRAMAN. The NRTC assignment questions have been assigned to lead students through the TRAMAN.

This training manual and nonresident training course was prepared by the Naval Education and Training Program Management Support Activity, Pensacola, Florida, for the Chief of Naval Education and Training.

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THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedicated discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations as we sent with pride, confident in the respect of our country, our shipmates and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons new techniques, and greater power to protect and defend the United States on the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for vcitory in war.

Mobility, Surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opptunities and our responsibilities been greater.

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CHAPTER 1

THE NAVY STOREKEEPER

This training manual has been prepared for members of the Regular Navy and Naval Reserve in the Storekeeper rating who are peparing for advancement to Storekeeper 3rd and 2nd class. The Advancement Handbook for your rating contains detailed information about the Navy Advancement System, a bibliography for advancement study, Personnel Advancement Requirements (PARS), and PARS administration procedures.

This manual has been organized to give you a systematic understanding of your job. Study the subject matter of this manual carefully. It will not only help you toward advancement, but expand your knowledge of supply department operations. This knowledge will enable you to become a more proficient Storekeeper, and the Navy will profit from the skills of a proficient craftsman.

Your contribution to the Navy depends upon your willingness and ability to accept increasing responsibilities as you advance in rate. When you assume the duties of an SK3 or 2, you begin to accept responsibilities for the work of others. As you advance in your career, you accept responsibilities in military matters as well as the occupational requirements of the Storekeeper rating.

Your responsibilities for military leadership are about the same as those of petty officers in other ratings since every petty officer is a military member as well as a technical specialist. Your responsibilities for technical leadership are special to your rating and directly related to your work as an SK. The operation and maintenance of a ship's supply department requires teamwork. It requires a special kind of leadership ability that can be developed only by personnel who have a high degree of technical competence and a deep sense of personal responsibility. Strive to improve your leadership ability and technical knowledge through study, observation, and practical application.

STOREKEEPER RATING

The Storekeeper rating is a GENERAL RATING; there are no service ratings. Storekeepers order, receive, inspect, stow, preserve, package, ship, and issue materials. They also account for Navy-owned material (equipage, repair parts, consumables, and subsistence items); prepare forms, correspondence, and reports; maintain records and files; and operate office equipment.

To qualify for Storekeeper 3rd class, you must have acquired a broad general knowledge of the supply department functions, as a whole, and a detailed knowledge of those functions that you will be required to perform.

You will be expected to know how the supply department is organized and be able to assume supply office duties which include (to some degree) all of the above responsibilities.

To advance to Storekeeper second class, you must know more about the operation of the supply department, and be able to perform more complicated duties than you did when qualifying for advancement to third class.

By this time you will have to know how to prepare and maintain ship's records required to account for supplies and equipage funds assigned to forces afloat, and obligation reports to type commanders. You will have to know how to determine routine requirements for general stores, equipage, and repair parts. You must also be able to supervise others in receiving, handling, and stowing material. You should know the regulations pertaining to storage and processing shipments of personal effects.

STOREKEEPER JOBS

Organization charts can be misleading, for they show each job as a separate and distinct responsibility. This is seldom the case. It is difficult to separate the areas covered by supply since, with the exception of ship's store and foodservice, they are interrelated, and each area is directly affected by actions in all the other areas. Usually the responsibilities of a Storekeeper encompass parts of more than one area. The following job titles are used throughout the text to describe a specific function within the Storekeeper rating and do not necessarily refer to job titles used on your ship.

- OPTAR Records Storekeeper

- Receiving Storekeeper
- Storeroom Storekeeper
- Stock Records Storekeeper
- Office Storekeeper
- Issueroom Storekeeper
- Requisitioning/Purchase Storekeeper
- Receipt Control Storekeeper
- Technical Librarian

While all of these jobs are normally performed on all ships, the degree of specialization within a supply department is dictated by its size.

You will be able to do a better job if you develop an awareness of how your particular job fits into the overall responsibility of the supply department. In this way, you will not see yourself as performing an insignificant, unimportant drudgery, but rather that each function contributes to the general effectiveness of the department.

Neatness and legibility of records should not be overlooked in the rush to complete a job. Remember, someone else may have to use the records in performing the job, and a number incorrectly read will probably result in an incorrect report.

Morale is a word having a great deal of significant in the Navy. You, as a Storekeeper, can contribute much toward the morale of your ship by giving courteous, tactful service to personnel of all departments.

Afloat billets for SK3 and SK2 may include anyone or more of the areas discussed in this book and maybe located aboard any ship in the Navy. Shore duty billets are usually more specialized, but generally will be similar to afloat jobs.

THE STOREKEEPER'S CAREER DEVELOPMENT

Career development, is a process that provides the technical, administrative, and leadership skills needed for a career in the supply field. To help you plan your career development, the Navy provides a specialist called a Career Counselor, an Advancement Handbook for the Storekeeper rating and nonresident training materials found in Publication NAVEDTRA 12061, *Catalog of Nonresident Training Courses.* Any serious considerations for planning a career in supply requires that you investigate these sources. As a first step in your investigation, see the person responsible for the administration of the supply department's training programs.

The primary source for enlisted career development has been the Navy's formal school programs. While the importance of this type of training cannot be overemphasized, it should not be viewed as a cure-all approach to your career development. To effectively meet the real world responsibilities of your rating, the development of high quality performance requires that your career development be designed to provide a timely mixture of formal training and practical experience. These topics, and others, you will want to discuss in detail with those involved with assisting you in planning your career objectives. Career development is not purely automatic; it requires your personal attention and participation.

TRAINING MANUALS

Training Manuals (TRAMANs) (such as this one) are prepared for most enlisted ratings. A TRAMAN gives information that is directly related to the occupational standards of ONE rating.

TRAMANS are revised to keep them up to date technically. The revision of a TRAMAN is identified by a letter following the NAVEDTRA number. You can tell whether any particular copy of a TRAMAN is the latest edition by checking the NAVEDTRA number and the letter following this number in the most recent edition of *Catalog of Nonresident Training Courses,* NAVEDTRA 12061. (NAVEDTR4 12061 is actually a catalog that lists all current training manuals and courses; you will find this catalog useful in planning your study program.)

Each time a TRAMAN is revised, it conforms with the official publications and directives on which it is based; but during the life of any edition, discrepancies between the TRAMAN and the official sources are almost certain to arise because of changes to the latter which are issued in the interim. In the performance of your duties, you should always refer to the appropriate official publication or directive. If the official source is listed in NAVEDTRA 12052, the Naval Education and Training Program Management Support Activity (NETPMSA) uses it as a source of questions in preparing the fleetwide examinations for advancement. In case of a discrepancy between any publications listed in NAVEDTRA 12052 for a given rate, the examination writers will use the most recent material.

TRAMANs are designed to help you qualify for advancement. The following suggestions may help you to make the best use of this TRAMAN and other Navy training publications when you are preparing for advancement.

1. Refer to the Advancement Handbook for Storekeeper before you study the TRAMAN, and refer to it frequently as you study. Remember, not only does it contain a bibliography for advancement study, it also contains the PARS and PARS administrative procedures.
2. Set up a regular study plan. It will probably be easier for you to stick to a schedule if you can plan to study at the same time each day. If possible, schedule your studying for a time of day when you will not have too many interruptions or distractions.
3. Before you begin to study any part of the manual intensively, become familiar with the entire book. Read the preface and the table of contents. Check through the index. Thumb through the book without any particular plan, looking at the illustrations and reading bits here and there as you see things that interest you.
4. Look at the TRAMAN in more detail, to see how it is organized. Look at the table of contents again. Then, chapter by chapter, read the introduction, the headings, and the subheadings. This will give you a pretty clear picture of the scope and content of the book. As you look though the book in this way, ask yourself some questions:
   - What do I need to learn about this?
   - What do I already know about this?
   - How is this information related to information given in other chapters?
   - How is this information related to the PARS?
5. When you have a general idea of what is in the TRAMAN and how it is organized, fill in the details by intensive study. In each study Period, try to cover a complete unit such as chapter or a section of a chapter. The amount of material that you can cover at one time will vary. If you know the subject well, or if the material is easy, you can cover a lot at one time. Difficult or unfamiliar material will require more study time.
6. In studying any one unit, chapter, section, or subsection, write down the questions that occur to you. Many people find it helpful to make a written outline of the unit as they study, or at least to write down the most important ideas.
7. As you study, relate the information in the TRAMAN to the knowledge you already have. Read any information you can find about a process, skill, or situation and try to see how it ties in with your own experience.
8. When you have finished studying a unit, take time out to see what you have learned. Look back over your notes and questions. Maybe some of your questions have been answered, but perhaps you still have some that are not answered. Without looking at the TRAMAN, write down the main ideas that you have received from studying this unit. Don't just quote the book. If you can't give these ideas in your own words, the chances are that you have not really mastered the information.
9. Use nonresident career courses whenever you can. The courses are based on TRAMANs or on other appropriate texts. As mentioned before, completion of a TRAMAN can be accomplished by passing a nonresident career course based on the training manual. Taking a course helps you to master the information given in the TRAMAN, and also helps you see how much you have learned.

SOURCES OF INFORMATION

Besides training manuals, the Advancement handbook for SK lists official publications on which you may be examined. You should not only study the sections required, but should also become as familiar as possible with all publications you use. TRAMANs cover the subjects that may appear on the advancement examination. However, the examination may cover the subjects in more depth or breadth so, you also need to study the other publications listed for Storekeepers.

One of the most useful things you can learn about a subject is how to find out more about it. No single publication can give you all the information you need to perform the duties of your rating. You should learn where to look for up-to-Date authoritative information on the

subjects related to the naval requirements for advancement and the occupational standards of your rating.

Chapter 2 of this TRAMAN discuss most of the publications you will use. The detailed information you need for advancement and for everyday work is contained in them. Some are subject to change or revision from time to time, some at regular intervals, others as the need arises. When using any publication, be sure that you have the latest edition.

CHAPTER 2

SUPPLY ORGANIZATION

This chapter provides basic information about the ashore supply system and the shipboard supply department. You will learn how they are organized and what functions they perform. As a Storekeeper, you may be assigned in any of the following functional areas: accounting, correspondence and reports, stock control, ordering, receiving, storage, or the supply support center. In later chapters these various functions, and the duties associated with them, are discussed separately and in detail. Our primary interest is in seeing how the various functions that are performed at different command levels merge so that the supply system can accomplish its missions. It is important that you understand this interrelationship if you are to do your job successfully.

THE NAVY SUPPLY SYSTEM

The Navy Supply System is a part of the larger Federal Supply System that manages millions of different items. Knowing the functions of the various Navy Supply System organizations will help you understand how your job relates in managing these items. Also, you learn how your job links to other commands, bureaus, or offices in the Federal Supply System. As the Navy Supply System evolved, the organization for supply management has similarly evolved. The organization has developed to respond to the many changing working requirements. The management part of the Navy Supply System organization consist of the Assistant Secretary of the Navy and the Chief of Naval Operations.

The office of the Assistant Secretary of the Navy (RESEARCH, DEVELOPMENT AND ACQUISITION) is responsible for supervising the Navy-wide policy in production, procurement, supply and disposal of material.

The Chief of Naval Operations (CNO) is responsible for planning and determining the material support needs of the Navy's operating forces. This includes equipment, weapons or weapons systems, material, supplies, facilities maintenance, and support services.

The CNO commands all activities known as the Systems Commands. The systems commands are:

- Naval Air System Command (NAVAIR)
- Space and Naval Warfare Systems Command (SPAWAR)
- Naval Facilities Engineering Command (NAWAC)
- Naval Sea System Command (NAVSEA)
- Naval Supply System Command (NAVSUP)

NAVAL SUPPLY SYSTEMS COMMAND

The Naval Supply Systems Command (NAVSUP) is responsible for providing supply management policies and technical guidance for Navy material to activities of the Navy and Marine Corps. Guidance includes provisioning, cataloging, inventory management, distribution, materials-handling, traffic management, transportation, packaging, preservation, receipt, storage, issue, and disposal functions. Except for those items specifically assigned to other systems commands or offices. NAVSUP administers and manages the Defense Business Operating Funds (DBOF), the Navy Resale Program, and the Navy Food Service Program. They also maintain official property records for material in store. NAVSUP exercises management control of field purchasing offices, inventory control points, supply centers, and other offices concerned with supply support. For a complete listing of NAVSUP's responsibilities, and those specifically assigned to other commands, refer to *Afloat Supply Procedures,* NAVSUP P-485, chapter 1.

The Navy's supply manager is the Commander, Naval Supply Systems Command. He makes sure the Navy Supply System operates as a single entity.

INVENTORY MANAGERS

Navy inventory managers have primary responsibility for the managing assigned groups or categories of items of supply. The primary function of a Navy inventory manager is to provide effective and efficient support to the fleet and shore (field) activities of the Navy. Navy inventory managers include systems commands, project managers, bureaus, offices

(including Military Sealift Command), and inventory control points (ICPs) under the command of NAVSUP.

Inventory managers, under the command of NAVSUP, exercise primary inventory control responsibility for the various items of supply used by the Navy. Inventory control responsibility actions include:

- determining material and money requirements
- initiating procurement and disposal material
- the positioning and repositioning of material

Navy inventory managers participate directly in the various Department of Defense and Defense Logistics Agency interservicing and cataloging programs.

All materials used by the Navy are considered as items of supply and will be managed by an ICP. Excluded are those items assigned to a single agency or military service inventory manager for supporting retail stock or end-use requirements of the military services.

Navy inventory managers other than the ICPs include systems commands, project managers or offices of the Navy Department. A systems command, project manager or office is assigned responsibility for a basic Navy program that requires the development, use, and management of material. Their interest in material is only in their programs and is as broad as the program itself.

FLEET AND INDUSTRIAL SUPPLY CENTERS

Fleet and Industrial Supply Centers (FISCs) provide a variety of logistics support services to fleet and shore activities as well as overseas bases. FISCs are echelon 3 commands and report to the Commander, Naval Supply System Command. In managing consumer end-use material, FISCs are responsible for determining inventory levels, procuring, receiving, storing, issuing, shipping, or delivering material to the customer. Three overseas FISCs also manage and store an intermediate level of inventory and Navy wholesale inventory for Navy Inventory Control Points (ICPs) that directly supports the fleet. Fleet units send requisitions to the FISCs that will either issue the material or refer the requisition to the cognizant ICP. If the stock point makes an issue from wholesale stock, the FISC will report this transaction to the ICP that manages the material. The ICPs will use this transaction item report (TIR) to determine future procurement and positioning of replenishment stock. FISCs also operate SERVMARTs that function as a retail outlets. Fleet customers can use the SERVMARTs on a walk-in basis and buy material with a money value only document. SERVMART stock is usually limited to only high usage consumable items.

The following activities are representative stock points:

- FISC, Charleston
- FISC, Guam
- FISC, Jacksonville
- FISC, Norfolk
- FISC, Oakland
- FISC, Pearl Harbor
- FISC, Pensacola
- FISC, Puget Sound
- FISC, San Diego
- FISC, Yokosuka

FLEET COMMANDS

The commander in chief of a fleet is responsible for establishing general logistic policies, plans, and orders for the support of fleet and shore activities in his area. He establishes standards of logistics and logistic readiness. He disseminates information to subordinate commanders that is relative to operational logistic plans or projects and coordinates logistic activities of subordinate commanders. He is also responsible for conducting the supply operations assistance program (SOAP). The fleet commanders in chief are assisted in their logistic responsibilities by the fleet supply officer, a professional in supply and transportation matters.

The fleet supply officers are the principal logistic agents for the fleet commanders. They assist the operational and type commanders in developing logistic doctrine and procedures.

TYPE COMMANDERS

Ships of a fleet are grouped by ship types and are assigned to type commanders (TYCOMS) for purposes of administration. Their supply corps officers advise them of supply requirements, and requirements in Navy Department and fleet supply directives. They make recommendations to the type commanders on matters regarding supply policies, procedures, and conditions

of readiness affecting ships of the type command. These supply officers supervise the replenishment of supplies from mobile supply units under the operational control of the type commander. They also review and take action on requisitions submitted by fleet units that require approval of higher authority. They also conduct inspections of supply functions throughout the command as required or needed.

AFLOAT SUPPLY ORGANIZATION

The head of the supply department is the supply 0fficer. The supply officer is either a Supply Corps officer assigned to that duty or a line officer designated as such by the commanding officer. The supply officer is responsible to the commanding officer for the proper performance and administration of all supply department functions. (See OPNAVINST 3120.32, *Standard Organization and Regulations of the U.S. Navy,* par. 328.) Although responsibility and accountability for certain supply department functions may be assigned to subordinates in accordance with chapter 1 of the NAVSUP P-485, such assignments do not relieve the supply officers of their responsibility to their commanding officers for the proper performance of the functions so assigned.

SUPPLY DEPARTMENT FUNCTIONS

Afloat supply functions are categorized into material support and service functions. Material support functions relate to operational and maintenance requirements, while service functions entail operating service facilities.

MATERIAL SUPPORT FUNCTIONS

Material supply functions include procurement, receipt, stowage, issue, and accounting for the following types and quantities of material necessary for the operation of the ship:

- consumable;
- equipage;
- repair parts;
- inert nuclear weapons material and associated test and handling equipment, tools, and consumable;
- fuel (preparation of procurement documents only);
- ship's store and retail clothing stock (when facilities are provided);
- food items;
- medical and dental supplies, in special accounting class 207 ships. (Procurement only, in end-use ships.)

Material not included-The following types of material are not included under afloat supply department functions:

- Ammunition, ammunition containers, and ammunition details will be the responsibility of the ship's weapons officer.
- War reserve stockpile nuclear weapons and major assemblies obtained through operational channels will be the responsibility of the ship's weapons officer.
- Navigational or intelligence charts, maps, and related publications will be the responsibility of the ship's navigator.
- Marine Corps material is the responsibility of the officer in charge of the detachment.

SERVICE FUNCTIONS

Service functions include the operation of the following facilities:

- The enlisted dining facility, including the preparation and service of food.
- The ship's store and related activities where facilities are provided aboard, may include:

  retail clothing store

  soda fountain

  vending machines

  laundry

  drycleaning plant

  barbershop

  tailorshop

  photographic shop

- Disbursing government funds (when a Supply Corps officer has been specifically y ordered to this duty).

  (a) Wardroom mess

  (b) EAM/ADP

The supply department could well be called the service department. Most supply functions are accomplished by finishing materials for the ship and services to members of the crew. These services should always be provided promptly and courteously.

SUPPLY DEPARTMENT ORGANIZATION

Organization is the orderly arrangement of personnel by functions. Sound supply department organization is necessary to carry out the objectives of the department and will vary in accordance with the mission, physical characteristics, and complement of the unit. The Department assigns responsibilities and authority to individuals within the organization. The department head prepares a Supply Department Organization Manual that should contain a description of the functions of each component of the department and assign areas of responsibility and authority as prescribed by the type commander. It should also include tasks of key personnel.

Organizational charts for the department include identification of essential functions and a clearly defined channel of responsibility and authority. Typical organization charts for large and small ships are illustrated in figures 2-1 and 2-2. As a guide in identifying supply functions to organizational components, the typical large ship is outlined below:

- General Stores (S-1 Division):

  General—The general stores component procures, receives, stores, expends, and accounts for consumable, equipage, repair parts, and other material. Maintains required records. It also prepares correspondence, reports, and returns; and performs required obligation recording.

  Stock Control—Stock control functions include determining requirements, preparing requisitions, processing receipt and expenditure documents, and maintaining related files and records. It also performs financial accounting for material, maintains related files and records; maintains material catalogs, allowance lists, and technical publications, and prepares related correspondence, reports, and returns.

  Storage—Storage functions include the receipt, storage, inventory, and issue of material; the maintenance of related files, as required; and the cleanliness and upkeep of assigned storage spaces.

- Foodservice (S-2 Division):

  General—The foodservice component operates all phases of the enlisted dining facility and makes authorized issues, sales, and transfers of food hems.

  Records and Returns-Records and returns functions include determining of requirements, preparing requisitions, processing receipt and

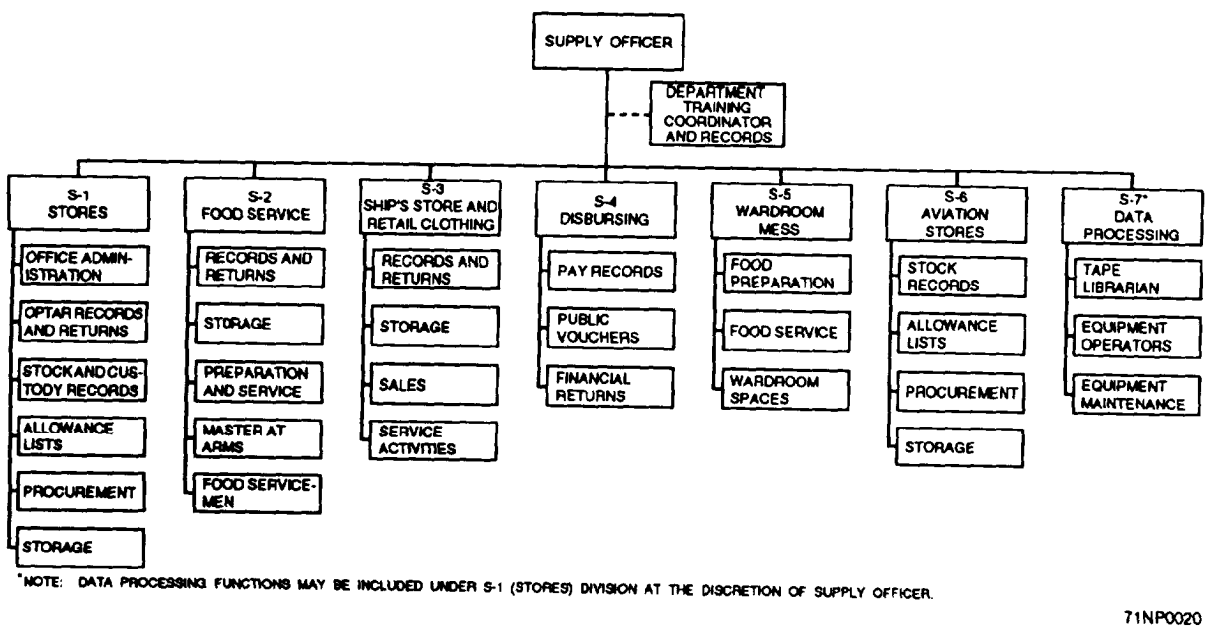


Figure 2-1.-Organization of a supply department of a large fleet unit.

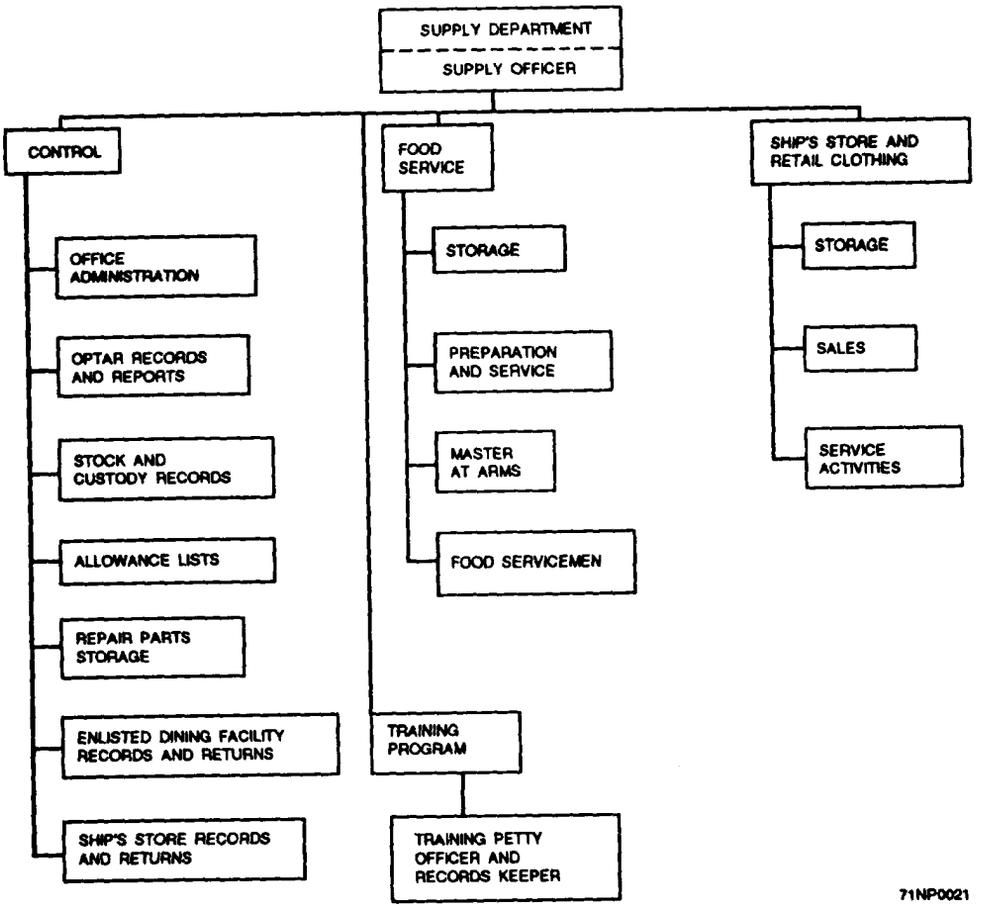


Figure 2-2.-Organization of a supply department of a small fleet unit (without Supply Corps officers).

expenditure documents, conducting inventories, and maintaining related files and records. It also accounts for food items, and prepares related correspondence, reports, and returns.

Food Storage–Food storage functions include the receipt, storage, and issue of all food stocks, the maintenance of related records, and the cleanliness and upkeep of assigned spaces.

Food Preparation and Service–Food preparation and service functions include the preparation and service of food in the enlisted dining facility, operation of food preparation equipment, and cleanliness and upkeep of assigned spaces.

- Ship's Store and Retail Clothing (S-3 Division):

General–The ship's store and retail clothing component procures receives, stores, issues, and sells ship's store and clothing items; operates resale and service activities maintains related records; and prepares reports, returns, and correspondence.

Records and Returns–Records and returns functions include determining requirements for retail items and operating supplies; preparing requisitions and purchase documents, processing receipt and expenditure documents, conducting inventories, and maintaining related files and records; accounting for operating supplies and retail items; and preparing related correspondence, reports, and returns.

Storage–Storage functions include the receipt, storage, and issue of retail items and operating supplies; the maintenance of related records; and the cleanliness and upkeep of assigned storage spaces.

Sales–Sales functions include the operation of the retail sales outlets such as the ship's store, clothing store, soda fountain, and vending

machines; maintaining related records; and the cleanliness and upkeep of assigned spaces.

Service Activities–Service activities functions include the operation of the ship's store service activities such as laundry, barber, tailor, and drycleaning shops; maintaining related records; and the cleanliness and upkeep of assigned storage spaces.

- **Disbursing (S-4 Division):**

  General-The disbursing component collects and disburses all public funds aboard ship and performs all afloat pay and allowance functions.

  Pay Records–Pay record functions include the maintenance of military pay records and preparing money lists.

  Public Vouchers–Public voucher functions include the preparation and verification of public vouchers as required.

  Financial Returns-Financial returns functions include payments and collections of all public funds and preparation of reports and financial returns.

- Wardroom Mess (S-5 Division):

  General–The wardroom mess component procures, receives, stores, issues, and accounts for foodservice and other stores.

  Records–The records section maintains records on all stores belonging to the wardroom mess.

  FoodService–The function of foodservice is to prepare and serve food.

  Operating Space–The wardroom mess is responsible for cleaning and maintaining spaces assigned to the wardroom.

- Aviation Stores (S-6 Division):

  General-When an aviation stores division is established, it performs all functions related to procurement, receipt, storage, and issue of aviation material.

  Records and Reports–Records and reports include accounting for all aviation material.

- Data Processing (S-7 Division):

  General-Functions include the operation of data processing equipment, maintaining files and records, and preparing and processing documents to procure records and reports as provided for in the automated supply accounting system.

- Training:

  General–The training component maintains and administers a formal training program, which supplements on-the-job training, to ensure a high state of readiness and to maintain continuity when personnel changes occur.

  Records—The records function is the maintenance of all records incident to the formal training program which includes Curriculums by rating, lesson plans, schedules, individual training records, personnel advancement requirement forms, division officers' notebooks, and military training.

SHIPS WITHOUT SUPPLY CORPS OFFICERS

Study the organization of the supply department of a small fleet unit in figure 2-2.

The designated supply officer of a ship is responsible to the commanding officer for the proper performance of the following functions:

1. Economical and efficient operation of the supply department.
2. Procurement, receipt, stowage (when applicable), issuing, and accounting for equipage, repair parts, repairable, and consumable required to support the ship.
3. Return of unserviceable repairable to the designated repair facility.
4. Operation and upkeep of equipment assigned to the supply department and the cleanliness and upkeep of assigned supply department spaces.
5. Training and supervision of personnel assigned to the supply department.
6. Certification for payment of lawful bills; when designated as imprest fund cashier, the supply officer will also be responsible for the disbursement of government funds and proper accounting thereof.
7. Operation and supervision of the enlisted dining facility, including the procurement, preparation, and service of food.

8. operation and supervision of the ship's store except when the ship's store officer is designated in writing, to be other than the supply officer.

9. Performance of such other collateral duties as are assigned by the commanding officer.

Your duties as a Storekeeper will be much the same regardless of the type of ship in which you serve. The procedures set forth in this book apply to both ships with Supply Corps officers and ships without Supply Corps officers, unless an exception is noted. In these instances, both procedures will be given.

FLEET SUPPORT

The Operating Forces of the Navy are charged with supporting United States national policy under a wide range of conditions from peacetime operations through limited and unlimited armed conflict. For this reason, the Navy Supply System is designed with sufficient flexibility to function in support of the Operating Forces under the conditions existing at any given time. Ships are loaded with sufficient supplies to assure a prescribed period of self-sufficiency and to permit maximum retaliation when necessary. Shore bases and mobile support techniques are used to supply the Operating Forces as circumstances require.

DEPLOYED FLEET SUPPORT

Primary reliance for support of deployed fleets is placed on afloat capabilities which consist of self-support by individual ships and support provided by the Combat Logistics Forces (CLF). Overseas bases and bases in the United States except Alaska and Hawaii are used for supplemental fleet support when supply support is beyond the capability of the CLF. Supplemental fleet support responsibilities are stated in the approved missions of the applicable bases.

FLEET SUPPORT IN UNITED STATES WATERS

Fleet units in United States territorial waters are supported by the permanent naval shore establishments, including naval supply centers and depots, naval shipyards, and other activities. This general principle does not preclude fleet commanders from using mobile support units, particularly oilers and tenders, for supporting other ships when feasible. The location and general mission of the shore activities in the United States supporting fleet units is prescribed by the Secretary of the Navy and promulgated in the Basic Naval Establishment Plan. The detailed mission of these activities is prescribed by the management bureau, office, or systems command and is usually promulgated as a numbered instruction. Standards of support are determined by the Navy Department and are promulgated in the Navy Department Program Objectives, Naval Supply Systems Command Program Objectives, and other planning documents.

OPERATION OF THE INTEGRATED NAVY SUPPLY SYSTEM

The Navy Supply System is integrated with the Defense Logistics Agency (DLA) Supply System. Following sections describe the operation of the Navy Supply System, the operation of the DLA Supply System, and the operation of the integrated Navy Supply System, in providing material required by the Operating Forces. It should be realized that the Navy and DLA Supply Systems are much more complicated than the following descriptions indicate. The brief overview of the systems will assist you to understand the relationships of the various elements.

THE NAVY SUPPLY SYSTEM

The term "Navy Supply System" describes that system under the direction of the Commander, Naval Supply Systems Command. It consists of inventory managers and stock points which function to provide material to the Operating Forces of the Navy. The functions of inventory managers, including ICPs, were described earlier in this chapter. The operation of stock points (FISCs, INASs, and NSYs) is described in the NAVSUP P-485 in detail.

Inventory Control Points (ICPs)—Each ICP manages one or more types of material which are held in a distribution system composed of stock points. The ICPs provide the material required by the stock points, based on transaction reports submitted by the stock point. The ICPs stock management responsibilities to the supply system are summarized as follows:

- position material at various stock points;
- retain inventory control of material through an extensive stock reporting system;
- provide technical assistance and cataloging services to the supply system (and to its customers).

Navy Stock Points–The primary contact points of the operating force for material support are the FISCs. Other stock points such as INASs and NSYs are not usually associated with direct fleet support, but may be used when necessary, The material support functions of Navy stock points are summarized as follows:

- procure, receive, store, and issue material;
- invoice customers for material used;
- report issues of material to the cognizant ICP.

Operation of the Navy Supply System. The following illustration depicts the operation of the Navy Supply System from the receipt of a customer's requisition to the replenishment of stock. The items enumerated correspond to the numbered lines in figure 2-3:

1. *USS John Paul Jones* submits a requisition to FISC, San Diego, for a cognizance symbol 1H repair part.
2. After researching their records and determining that the item is not in stock, FISC, San Diego, refers the requisition to the proper inventory manager for cognizance symbol 1H material, SPCC, Mechanicsburg (an ICP).
3. SPCC, Mechanicsburg, after researching their master records and determining that the requested item is in stock at FISC, Oakland, refers the requisition to FISC, Oakland.
4. FISC, Oakland, issues the material to USS *John Paul Jones.*
5. FISC, Oakland, makes an issue transaction report to SPCC, Mechanicsburg.

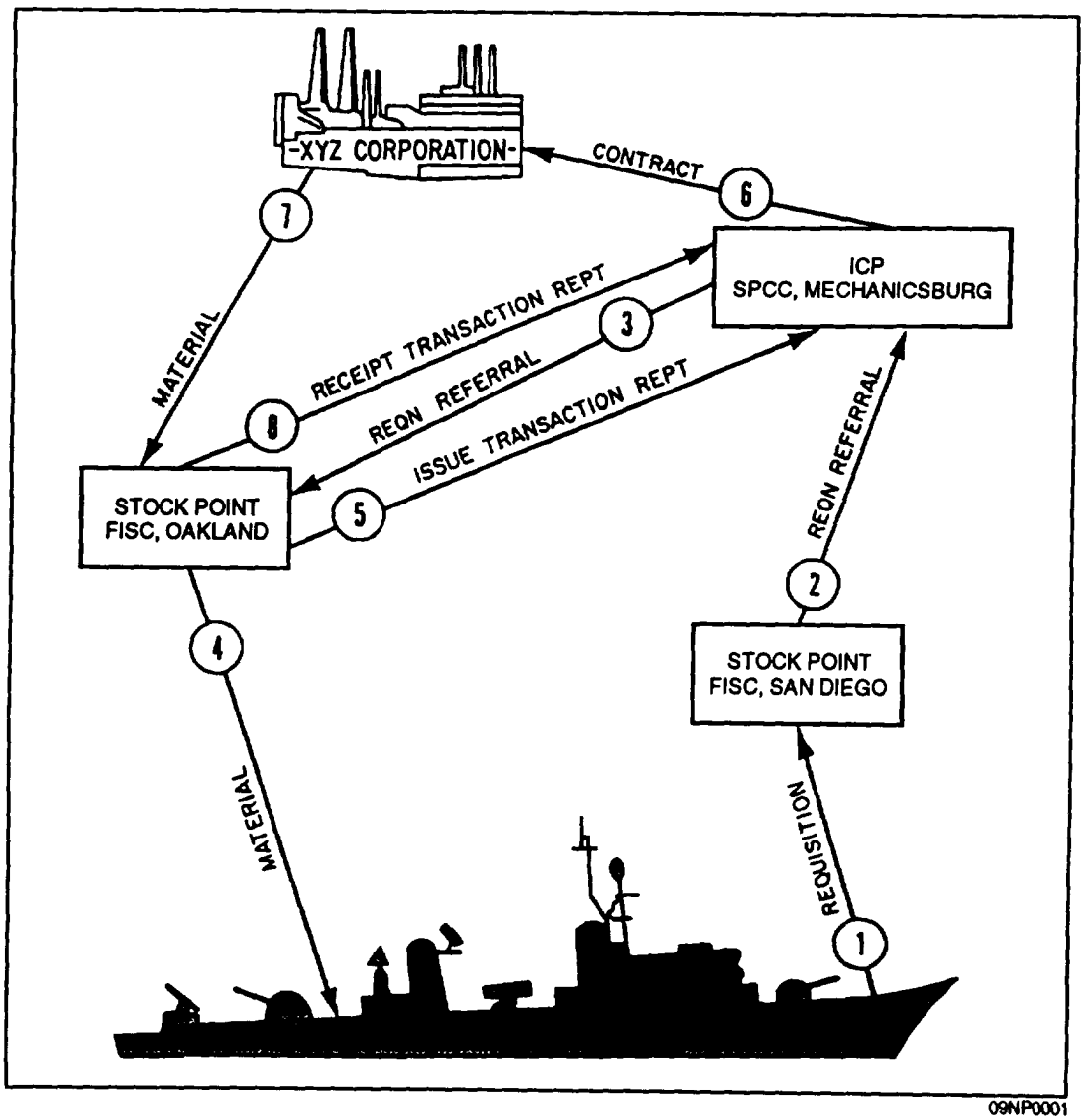


Figure 2-3.-Operation of the Navy Supply System.

6. SPCC, after applying the issue report to its master record, ascertains that FISC Oakland's stock of the item is below the required level and issues a contract to the XYZ Corporation to replenish FISC, Oakland.
7. The XYZ Corporation ships the material to FISC, Oakland.
8. FISC, Oakland, makes a receipt transaction report to SPCC, Mechanicsburg.

THE DEFENSE LOGISTICS AGENCY (DLA) SUPPLY SYSTEM

DLA is a supply support organization which is assigned management responsibility and control of items in common use by all military services. About 60% of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by the number 9 preceding the alphabetic cognizance symbol, except for cognizance symbol 9Q material which is managed by the General Services Administration (GSA). Management of the DLA supply system is exercised through DLA headquarters at Cameron Station, Alexandria, Virginia. The role of DLA headquarters in the DLA supply system can be compared to the role of the Naval Supply Systems Command within the Navy Supply System.

DLA Supply Centers—The six DLA Supply Centers (DSCs) and the types of material for which they are responsible are:

- Defense Personnel Support Center (DPSC), Philadelphia, Pennsylvania—food items, medical supplies, and clothing;
- Defense Fuel Supply Center (DFSC), Washington, D.C.–bulk petroleum and bulk petroleum based chemicals;
- Defense Electronics Supply Center (DESC), Dayton, Ohio—electronic and electric equipment and repair parts;
- Defense Industrial Supply Center (DISC), Philadelphia, Pennsylvanian–industrial-type items (e.g., bearings, wire rope, and sheet metal);
- Defense Construction Supply Center (DCSC), Columbus, Ohio-structural material and equipment, components, and repair parts;
- Defense General Supply Center (DGSC), Richmond, Virginia—furniture, food preparation equipment, recreation equipment, packaged petroleum products, office supplies, and cleaning supplies.

Defense Supply Centers (DSCs) perform the same functions for the Defense Supply System as ICPs perform the for Navy Supply System except DFSC has no responsibility for inventory control.

DLA Material Distribution Activities-Material distribution functions within the Defense Supply System are performed by defense depots (DDs) and specialized support points (SSPs).

Defense Depot (DD)—A defense depot is a storage point for DLA material. Issue of material from a DD is centrally controlled by the cognizant DSC and is based on requisitions received and processed centrally by the DSC. DDs cannot accept direct requisitions and issues are made only when directed by the DSC.

Specialized Support Point (SSP)—An SSP is a military service managed stock point that is authorized to receive, store, and distribute a tailored range of DLA-owned materials for direct support of specified customers. These customers are generally, but not necessarily, of the same military service as the SSP. (Most of the SSPs are Navy stock points. Activities of the other military services requisition most of their DLA materials direct from the DSCs.) All the NSCs, as well as most other Navy stock points (FISC's, INASs, and NSYs) are SSPs for the specific DLA commodities listed for them. Unlike defense depots, SSPs are authorized to accept requisitions for stored DLA materials direct from customer activities, and to process such requisitions without prior clearance of the cognizant DSC(s). SSPs are required to report all DLA material receipt and issue transactions to the cognizant DSC(s).

Operation of the DLA Supply System-figure 2-4 depicts the operation of the DLA supply system in filling a requisition submitted by an afloat customer:

1. USS *John Paul Jones* submits a requisition for cognizance symbol 9C material to FISC, Oakland, an SSP.
2. FISC, Oakland, issues the material from DLA stocks.
3. FISC, Oakland, reports the issue transaction to DCSC.

In the foregoing example, it should be understood that although requisitioned from and supplied by a Navy stock point, the material issued was owned and managed by a DSC.

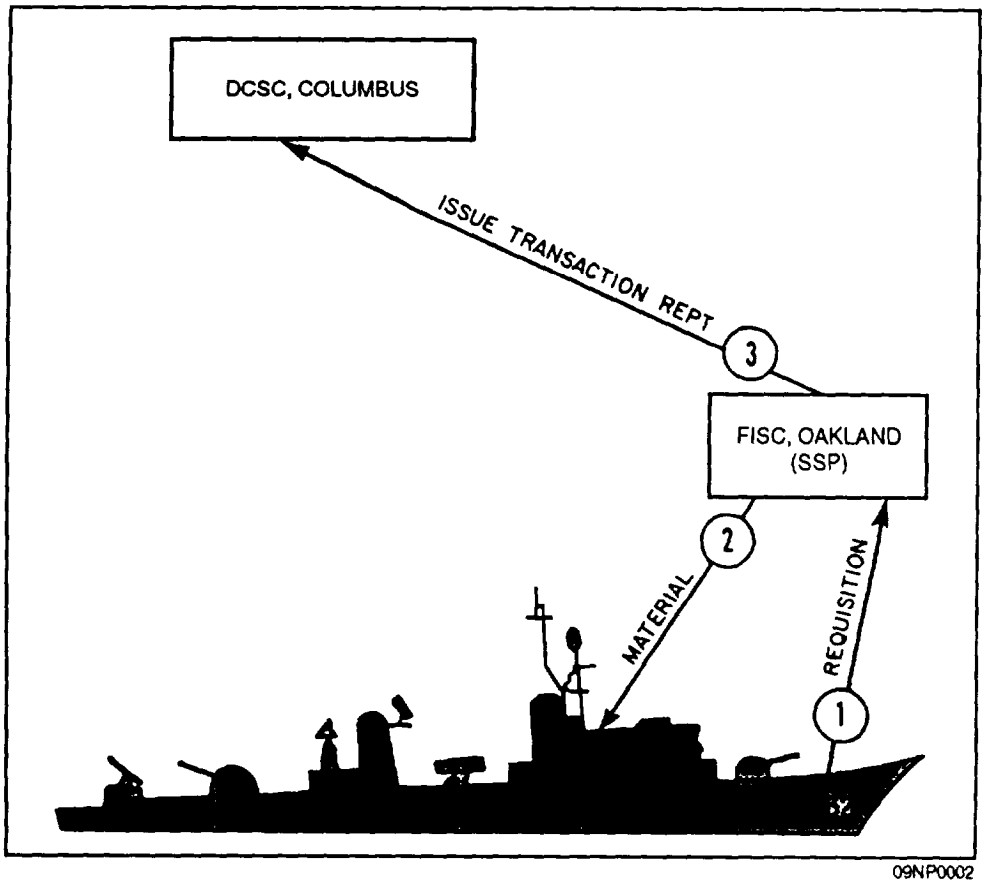


Figure 2-4.—The Defense Logistics Agency Supply System.

Navy Retail Stock Point—The DLA materials that are stored and issued by Navy stock points designated as SSPs are DLA owmed managed as "wholesale" stock. All other DLA materials held by Navy stock points are Navy owned, They were purchased with Defense Business Operating Funds money from the cognizant DSC(s). These DLA materials are managed as "retail" stock and the holding activities are known as Navy retail stock points. The management function retail level for Navy-owned DLA material is performed by Navy retail offices (NROs). The NROs manage material by financial means only i.e., they apportion Navy Stock Fund money to the Navy retail stock points for use in purchasing DLA material. The Navy Ship's Parts Control center (SPCC), Code 0133, is the principal NRO.

THE INTEGRATED NAVY SUPPLY SYSTEM

Figure 2-5 depicts the operation of the integrated Navy Supply System. The following items correspond to the numbered lines in the illustration:

1. USS *John Paul Jones* requisitions cognizance symbol 9N material from FISC, San Diego.
2. FISC, San Diego, a Navy retail stock point, after screening its stocks and determining that the requested material is not carried, refers the requisition to DESC, Dayton, the cognizant inventory manager.
3. DESC, Dayton, after researching its master records and determining that the material is available at FISC, Oakland, (a specialized support point), refers the requisition to FISC, Oakland.
4. FISC, Oakland, issues the material to USS *John Paul Jones.*
5. FISC, Oakland, makes an issue transaction report to DESC, Dayton.
6. DESC, Dayton, after applying the issue report to its master record, ascertains that stock of the item at FISC, Oakland, is below the required level and issues a contract to the ABC Corporation for additional stocks of the item.
7. The ABC Corporation ships the material to FISC, Oakland.
8. FISC, Oakland, makes a receipt transaction report to DESC, Dayton.

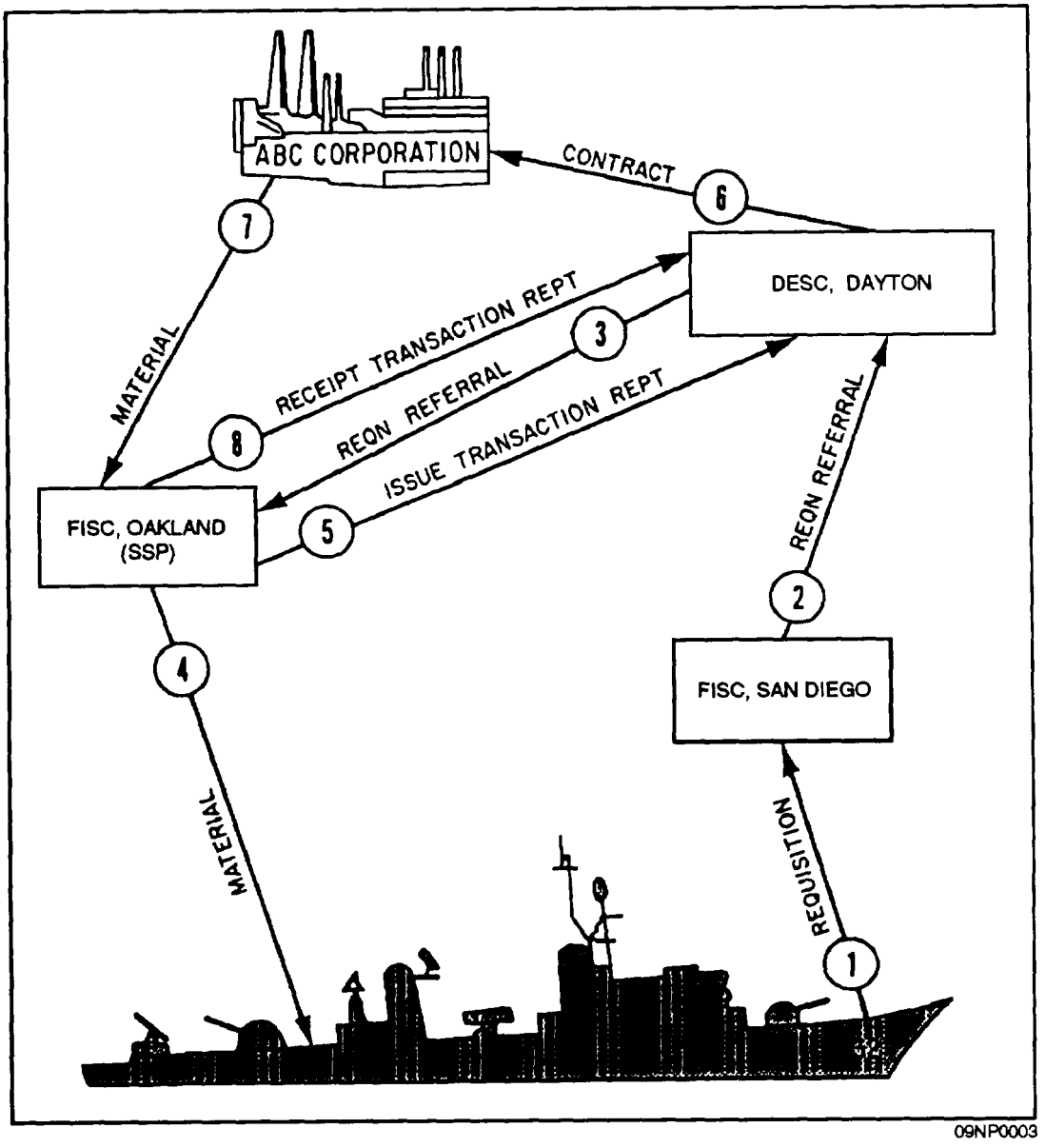


Figure 2-5.—The Integrated Navy Supply System.

THE GENERAL SERVICES ADMINISTRATION (GSA)

The General Services Administration (GSA) provides common use items, such as paint, paper, handtools, and cleaning gear to the Navy. Navy interest items are listed in the ML-N as cognizance symbol 9Q and are available at Navy stock points. Information concerning identification and procurement of GSA material is contained in the NAVSUP P-485.

CHAPTER 3

ADMINISTRATION

As a Storekeeper you will usually have some office duties. Assignment to an office requires you to have a variety of skills. For instance, you must know how to operate office equipment and other laborsaving devices and how to care for them. You must be familiar with various types of letters, publications, and how to prepare and file correspondence. You must also maintain records and submit required reports and returns.

In this chapter we will describe general procedures that apply to all offices, office equipment and laborsaving devices, correspondence, and publications used in a supply office. This knowledge is a must if you are to perform your duties properly.

GENERAL OFFICE PROCEDURES

The general appearance of an office is affected even by simple things. It will be one of your responsibilities to see that what you used during the day is put back in its place after work. In securing the office for the night, all gear and supplies must be secured and stowed away. This prevent damage to equipment or injuries to personnel from flying objects, should the ship encounter heavy weather.

ORGANIZATION AND LAYOUT

The amount of control that you have over physical conditions in your office will vary with your location and type of duty. Conditions outside your control may determine the kind of office and equipment you have. You may or may not have a choice in the arrangement or type of furniture.

If you have occasion to arrange the office furniture, make a plan before you start moving things around. Place desks so that those who work at them will have enough light but will not be facing the light. Arrange desks so that they face the reception area. Also when arranging desks keep them away from strong drafts or there may be a shortage of personnel due to sickness. On the other hand, be sure there is enough space for people to move around. Make sure work flows in one direction and does not crisscross the area.

Place tables or counters conveniently for handling supplies or assembling papers. Place files where they are handy for those who use them but where they are away from general office traffic.

It should be possible to plan an arrangement that is both convenient, orderly, and uncluttered. Keep things as simple as possible. There should be bookcases for office publications and other books so they don't take up workspace on tables and desks. Remember; A Place For Everything and Everything in it's Place!

In your efforts at orderliness and good appearance, don't go overboard. Remember that the office is there to get work done. Too much emphasis on appearance may interfere with the flow of work. Within reasonable limits, the best arrangement is one that facilitates work.

LABORSAVING DEVICES

Laborsaving devices (office machines) play an important part in the efficient operation of the supply office. They save time and provide accuracy; however, they must be properly used and maintained.

You will be required to use many types of office machines. You should know how to care for any machine you operate. You may also be required to make minor adjustments.

You should already be acquainted with the Planned Maintenance Subsystem of the Navy Maintenance and Material Management (3-M) Systems since it is thoroughly discussed in *Military Requirements for Petty Officer Third Class* and *Military Requirements for Petty Officer Second Class.* So we will not go into detail about the mechanics of the system. Briefly review that *portion* of the military requirements book to refresh your memory on the 3-M Systems.

One source of information for the care, operation, and routine maintenance of office machines is the manufacturer's instruction book received with the equipment. The instruction books for all equipment in your office should be kept in one place to be sure they are available when needed. The office machines most commonly used in supply work are discussed in the following paragraphs.

TYPEWRITERS

Speed and accuracy are essential in typing. They alone do not ensure fast work. Valuable time may be saved if the typist knows how to make a neat erasure, center a heading, divide words, and keep a typewriter in good operating condition. Many helpful typing techniques are given in the *Department of the Navy Correspondence Manual* and in elementary typewriting books available in most supply departments.

INTRODUCTION TO WORD PROCESSING (WP)

In the last several years the Navy has made available more word processors. As a Storekeeper you will be exposed to WP and the associated equipment. You should be familiar with the various types of word processing equipment (WPE) and their capabilities.

WORD PROCESSING EQUIPMENT (WPE)

WPE is any keyboard device capable of controlled memory storage, retrieval, and automated typing. WPE has come about as a result of advanced technology, especially in the area of computers, and is designed to enhance typing productivity. Stored keystrokes can be "played out" at speeds in excess of 360 words per minute (WPM). The use of a visual display and other text-editing features can further enhance the productivity of the equipment. WPE is generally categorized as follows:

- Intelligent Typewriters. A one-piece typewriter-like device with internal memory. It is used extensively where original keyboarding is a primary factor. Intelligent Typewriters also provide limited storage for frequently used formats, names, addresses, etc.
- Blind-Keyboard Word Processors. An electronic keyboard with built-in printer, internal memory, and magnetic recording capability. They provide some text-editing capability and are more suitable for correspondent of one to two pages. The magnetic-card (MAGCARD) machines are in this category.
- Thin-Window Word Processors. An electronic keyboard with built-in printer, internal memory, magnetic recording capability, and a visual display of two lines or less. These word processors have improved text-editing ability that most blind-keyboard machines don't have. They simplify the task of working with large documents because a small display provides a "Window" into the magnetic media or memory.
- Stand-Alone Display (Screen) Text Editors. These provide the greatest text-editing capability. They have an electronic keyboard with a separate printer, internal memory, magnetic recording capability, and a visual display. Some units provide math capabilities. This makes the processing of statistical or columnar documents easier. They also provide the operator with the ability to manipulate text in almost any manner; such as, move, delete, or insert words, sentences, or paragraphs.
- Shared-Logic Systems. These are simply Stand-Alone Display Text Editors which have been electrically linked to a Central Processing Unit (CPU). The CPU supports multiple typing stations with a shared-logic and memory. Generally, they provide as many or more features than the Stand-Alone Display Text Editors. The number of work stations and printers in each system depends on the power of the CPU. These systems are used extensively in large Word Processing Centers.

As you can see there are presently many different types of machines with varied capabilities available. Therefore, the functions of the organization to be served must be analyzed to determine what type WPE most accurately meets the requirements of a particular office, division, department, or command.

For more information about word processing and word processing equipment, you may want to consult OPNAVINST 5210.12 series.

PHOTOCOPY EQUIPMENT

These machines use a dry electrical copying process (e.g., Xerox, figure 3-1). Letters, drawings, and forms may be reproduced in minutes, and with some models in seconds. There are so many of these machines, all differing slightly, that it is impractical to describe any of them here. If you have a machine of this type in your office, you should also have the right operating manual.

Normally you will not perform maintenance on these machines. However, you may be assigned as a key-operator of the machine in your work space. This will require some maintenance knowledge. What you

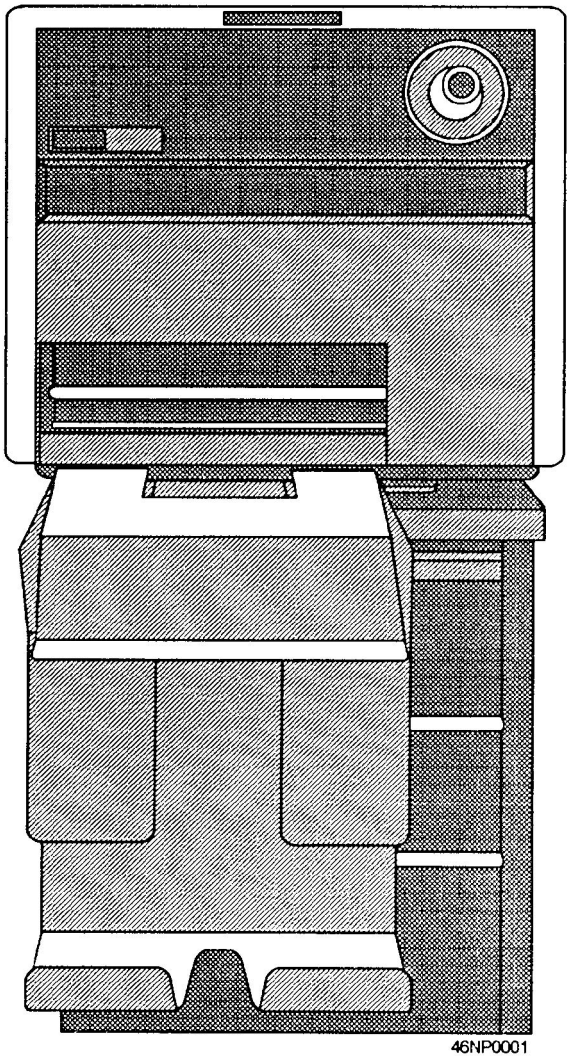


Figure 3-1.-Photocopier.

will be required to know and do in the event of a malfunction will be outlined by a representative of the manufacturer.

CONTROL OF FAST-COPY MACHINES

A problem which requires the attention of everyone in your office is the control and use of fast-copy machines. Increased availability of these machines has created security problems and increased operating costs. These machines permit quick, easy reproduction of uncontrolled classified material. Latent impressions are left on reproduction equipment. This creates excessive waste material that can contribute to compromise of classified information. Some misuses and abuses that contribute to high operating cost are:

- Using a copier instead of making carbons
- Copying blank forms or publications
- Making more copies than are needed
- Using a copier for items that should have been copied by the print shop
- Controls should be established to prevent unnecessary costs and prevent security abuses

CALCULATORS

Calculators add, subtract, multiply, and divide. Most models in use by the Navy are capable of performing a variety of complex mathematical operations but do not produce a paper tape of the results. A substantial amount of training is required to operate a calculator with proficiency. Simple multiplication and division that an SK would be required to perform can be learned in a few minutes.

MICROFICHE

Many publications used by the Navy supply system are in the form of microfiche. They require the use of a microfiche reader. These readers are easy to use and do not require specialized training. Figure 3-2 shows typical fiche data fields.

PUBLICATIONS

The publications you will use can be divided into two types: procedural and technical. Operations are governed by law. Procedural manuals have been developed to assist Navy personnel in performing their jobs. Efficient procedures have been developed that save time and limit mistakes. They also make communications between commands *clearer* and easier to understand. When you transfer from one ship to another, this uniformity makes it easier to transition into the new assignment.

Technical publications are necessary because of the wide range of material required to keep the Navy operating. You will use technical publications primarily to identify material.

The publications needed by ships and stations vary, but those described below are used by most supply departments afloat.

NAVY REGULATIONS

Navy Regulations defines the duties, responsibilities, authority, and relationships of the

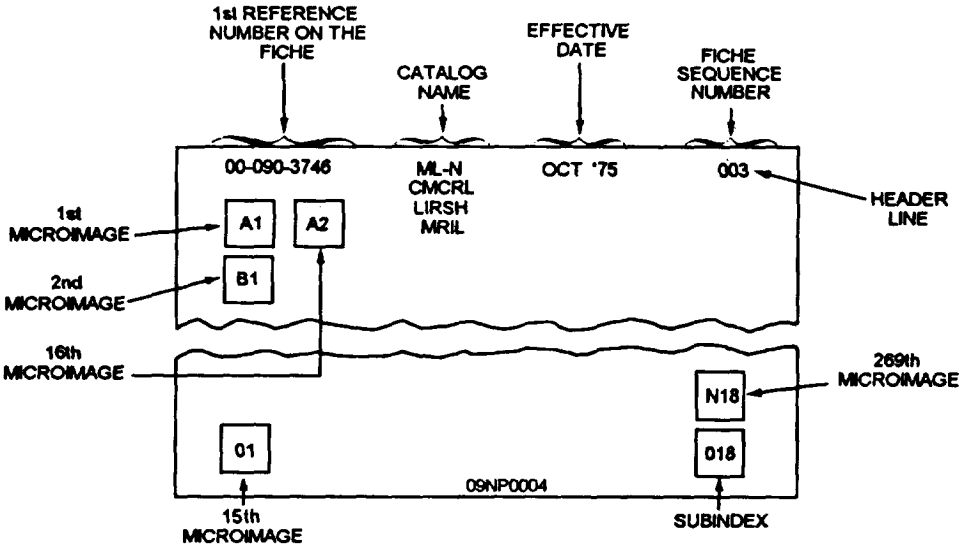


Figure 3-2.-Representation of fiche data fields.

various bureaus, commands, offices, and individual officer billets. The bureaus, commands, and offices issue publications which spell out the details of compliance with *Navy Regulations. These* publications may expand and supplement *Navy Regulations.* There can be no confiict between Navy *Regulations* and any other publication issued in the Navy since any conflicting wording or regulation in the latter is automatically cancelled.

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32 series, promulgates regulations and guidance governing the conduct of all members of the U.S. Navy.

NAVAL SUPPLY SYSTEMS COMMAND PUBLICATIONS

This section describes some of the manuals and publications that are published by NAVSUP.

Naval Supply Systems Command Manual

The *Naval Supply Systems Command Manual* is issued for the information and guidance of all persons in the Department of the Navy. It is designed to standardized supply procedures. The procedures in the *NAVSUP Manual are* mandatory unless otherwise stated. The paragraph numbering system of the *NAVSUP Manual,* shown in figure 3-3 consists of a five-digit paragraph number and its subparagraph designators. The following is a breakdown of such a number.

Explanation— In the paragraph number cited in the example the first digit designates the volume which in this case is volume 1; the second digit indicates the chapter of that volume which in this case is chapter 1; the third, fourth, and fifth digits indicate the paragraph of chapter 1 of volume 1 which in this case is paragraph 063. The next four digits are subparagraphs of the basic paragraph. There are four volumes of the NAVSUP Manual. They are discussed in the following paragraphs.

SUPPLY ASHORE, VOLUME II.—This volume contains basic supply principles and procedures for supply activities ashore. These procedures include:

- Requisitioning and local procurement

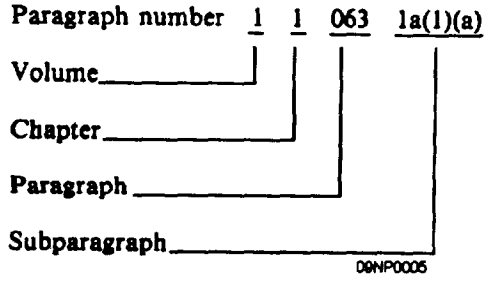


Figure 3-3.-Paragraph numbering system.

- Material Receipt
- Stock Management at field Supply Points
- Material Expenditure
- Supply System Management
- Storage and Material Handing

TRANSPORTATION OF PROPERTY, VOLUME V.— This volume contains policy and procedural instructions for ashore activities shipping and receiving Navy property. This includes the personal property of military and civilian personnel under official orders. It contains instructions for shipments of Navy material by bureaus, offices, and Navy inventory managers. It also implements certain provisions of the military traffic management regulations with respect to traffic. moving within the United States (except Alaska and Hawaii). Appendix A, provides consignment instructions, and overseas offloading port information for material to be shipped to Navy shore-based activities overseas and in Alaska and Hawaii. It is issued as a separate publication.

NAVSUP Publications

NAVSUP issues many publications that deal with the different facets of supply. This section discusses some of the publications that are of particular interest to the SK These publications are also available on CD-ROM (compact disk-read only memory) cataloged as Naval Logistics Library (NLL), NAVSUP P-600.

NAVSUP publications are sometimes referred to in four different ways. For example, the NAVSUP Operating Procedures Manual for MILSTRIP/MILSTRAP may be referred to in various publications and directives one of the following ways:

1. NAVSUP Publication 437;
2. NAVSUP Pub 437;
3. NAVSUP P-437; or
4, NAVSUP 437

When referencing NAVSUP publications in correspondence, messages, etc., they should be written as "NAVSUP Publication 485."

STORAGE AND MATERIALS HANDLING, NAVSUP P-284.— *The Storage and Materials-Handling Manual* (NAVSUP P-284). This manual consolidates the detailed technical information available to the military services on storage and materials-handling operations. It includes information on the receipt, storage, issue, and care of supplies (except for preservation, packaging, and packing).

The Navy Supplement (NAVSUP P-284-1) expands on some of the above subjects. It contains specific policy and procedures that do not affect the other services. These manuals are designed for the three-ring binder.

MILSTRIP/MILSTRAP DESK GUIDE (NAVSUP P-409).— The *MILSTRIP/MILSTRAP Desk Guide,* NAVSUP P-409 is a handy reference for personnel who originate and process MILSTRIP/MILSTRAP documents. This booklet contains common definitions, coding structures, and abbreviated code definitions used on a daily basis. Blank space is provided for entering commonly used routing identifier, fund, project, and locally assigned codes.

OPERATING PROCEDURES MANUAL FOR MILSTRIP/MILSTRAP (NAVSUP P-437).— NAVSUP Publication 437 contains policy and procedures for (MILSTRIP/MILSTRAP). This publication takes precedence over conflicting provisions contained in other supply system manuals or directives. It consists of 10 chapters and several appendixes and exhibits. It covers MILSTRIP/MILSTRAP procedures relative to supply system management, requisitioning ashore, inventory control, financial matters, material movement priorities, and evaluation procedures (MILSTEP). It is a comprehensive ready reference for those involved in the preparation and/or processing of MILSTRIP documents.

NAVSUP Publication 437 is not distributed afloat. All Afloat MILSTRIP/MILSTRAP procedures are incorporated into the NAVSUP Publication 485.

Paragraph numbering in NAVSUP P-437 is similar to that of the *NAVSUP Manual* Paragraph 06120-3.a is broken down as shown in figure 3-4.

SUPPLY AFLOAT PACKAGING PROCEDURES (NAVSUP P-484).— This publication provides a simple do-it-yourself guide for naval supply

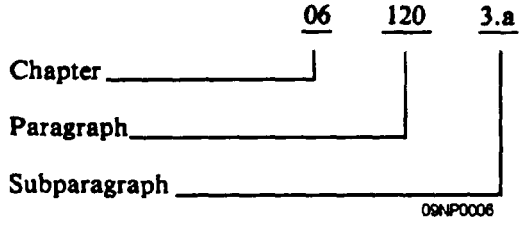


Figure 3-4.-Paragraph numbering In NAVSUP P-437.

activities who have limited packaging facilities. These basic packaging techniques will protect material being transferred and retrograde shipments of repairable.

AFLOAT SUPPLY PROCEDURES (NAVSUP P-485).— This publication establishes policies for the operation and management of afloat supply departments and activities operating under afloat procedures. It is designed to assist supply personnel in the performance of their assigned duties and help them in understanding and performing the individual tasks associated with afloat supply operations.

Although this publication is designed primarily for nonautomated (i.e., manual supply procedures) ships, much of the information and policy that it contains applies to all afloat supply departments.

The procedures contained in the NAVSUP P-485 are the minimum needed to achieve acceptable supply management. They are mandatory unless stated as being optional. It includes the procedures outlined in *NAVSUP Manual,* Volumes II and V, and the NAVSUP P-437 as they apply to afloat situations.

NAVSUP P-485 has several appendices that contain such information as advice codes, document identifier codes, fund codes, units of issue, etc.

Paragraph numbers in this publication consist of a four-digit number and subparagraph designators. Figure 3-5 is a breakdown of NAVSUP P-485, paragraph number 5127-7d(4)(a).

FOOD SERVICE MANAGEMENT (NAVSUP P-486).— This publication establishes policies for the opration and management of Navy enlisted dining facilities afloat and ashore. It is designed to assist foodservice personnel in understanding and performing the individual tasks associated with enlisted dining facility operations.

SHIP'S STORE AFLOAT (NAVSUP P-487).— This publication establishes policies for the operation and management of ship's store afloat. These include procurement, material receipt, custody, and stowage; material expenditure; stock records and inventory control.

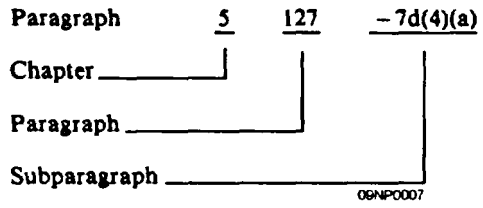


Figure 3-5.—Paragraph scheme for NAVSUP P-485.

AUTOMATED SNAP I SUPPLY PROCEDURES (ASSP), (NAVSUP P-567 Volumes I and II).— This publication provides fictional supply and accounting procedures and policies for ships and activities using the Shipboard Uniform Automated Data Processing System-Red Time (SUADPS-RT) Release 3 and beyond.

It consists of two volumes (Volume I, *Logistics and Inventory Management* and Volume II, *Financial Management).* They provide supply personnel with the necessary information to accomplish the mission of the department operating in an automated SNAP I environment. The two volumes together provide the policies, concepts, and procedures necessary to understand what is required, what is expected, and how to perform specific supply and accounting functions in conjunction with instructions provided in the SUADPS-RT Support Procedures published by the Navy Management Systems Support Office (NAVMASSO).

SUADPS-RT SUPPORT PROCEDURES.— The Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) is supported by a three volume reference manual called the SUADPS-RT Support Procedures. These Support Procedures are written by the afloat Central Design Agency (CDA), Navy Management System Support Office (NAVMASSO). The three volumes are; the Inventory Management Subsystem, the Logistics Management Subsystem, and the financial Management Subsystem. Each chapter begins with a menu that lists the relevant SUADPS-RT screens.

Volume three also contains a Glossary, an Index, and Appendices with summaries of standard DOD MILSTRIP codes and SUADPS-RT code.

NAVCOMPT PUBLICATIONS

The Comptroller of the Navy (NAVCOMPT) issues publications pertaining to accounting, financial management, and military pay and allowances. The publications that you will use are discussed below.

NAVCOMPT Manual, Vol. 2, *Accounting Classifications,* contains terminology, authorization, availability, structure, and other information regarding appropriations, funds, and accounts. Chapter 5 contains alphabetical and numerical lists of unit identification codes (UIC). These are used to identify all activities in

the Navy. This chapter may be filed in a separate binder. This manual will help you determine the classification of operating and maintenance costs.

NAVCOMPT Manual, Vol. 3, *Appropriation, Cost, and Property Accounting (Field),* contains accounting procedures for field activities of the Navy.

NAVCOMPT Manual, Vol. 4, *Disbursing,* contains information covering the responsibilities, duties, and accountability of disbursing officers ashore and afloat.

NAVSO Publication 3013 (P-3013), *Financial Management of Resources.* This publication contains accounting procedures for operating budget, operating target (OPTAR), inventory and property, and cost accounting for the Operating Forces and designated ashore activities. As a manual of the Navy accounting system, it establishes the methods and procedures for the Operating Forces and designated ashore activities in accounting for and reporting of receipts and expenditures of Navy resources.

NAVSO Publication 3073 (P-3073), *Afloat OPTAR Recordkeeper's Guide.* It is published to help personnel assigned to OPTAR record-keeping duties. It is a highly detailed and illustrated coverage of the OPTAR recordkeeper's actions in recording requisitions and advance adjustments, preparing OPTAR document transmittals and OPTAR reports, and processing the various OPTAR holder transaction listings.

ORGANIZATION MANUALS

In addition to the publications above, your ship also prepares manuals for use of personnel in the performance of their duties.

The *Ship's Organization and Regulations Manual is* issued by the CO and outlines the military organization of the ship. It lists the duties and responsibilities of the various departments and divisions of the ship. It shows the personnel allowances of the departments, and the billets assigned to the emergency bills (general quarters, abandon ship, fire, etc.).

Supply Department Organization Manual is prepared by the supply officer to cover the responsibilities of the supply department. It may contain any or all of the following subject areas:

- Organization of the department into divisions
- Professional duties and responsibilities of personnel
- Machinery operating instructions and safety precautions
- The flow of work and authority within the department

You should read and become familiar with the supply department manual. It will give you a better understanding of the specific responsibilities of your department and division. It will also help you do a better job.

COSAL

Coordinated Shipboard Allowance List (COSAL) establishes equipage allowances for the ship and the storeroom allowance of repair parts for installed equipment. It covers all electronic, ordnance, electrical, and mechanical equipment on board your ship. You must learn to use the COSAL since it is one of the most important publications used in identification of material and inventory management. It is a technical and supply management document designed to enable ships to achieve maximum operating capability for extended periods of time, independent of external logistics support.

Before we go any further, let's examine that opening paragraph and see just what it means to you.

The COSAL is a technical document because it provides the:

- nomenclature,
- operating characteristics,
- technical manuals,
- specifications,
- parts lists,
- technical data for installed equipment and machinery, and
- equipage and tools required to operate and maintain the ship and its equipment.

The COSAL is a supply management document because it tells the supply officer how much and what type of material to stock. It also tells the quantity of each item of equipage that must be carried aboard ship.

During peacetime operations, the ship's operating schedule is usually known. Supply officers are able to replenish the storerooms for an operation because they know where the ship is going, how long it will be gone, and what supply support will be available during the

trip. During wartime or other emergency, the duration and destination of the ship may not be known. The supply officer must then load to capacity to provide for the ship's requirements for an indefinite period of time. For most operating supplies, the supply officer has the past records of what has been used. From these, a balanced load that will provide the maximum days of support can be calculated. But what about repair parts? No one can predict when a bearing on the freshwater pump will wear out or a vital part in the radar will fail. This is where the COSAL takes over. Computers have analyzed the failure frequency of parts used aboard ships, and based on the equipment aboard your ship, have developed an allowance of repair parts that you should stock.

The key word in COSAL is COORDINATED. Computers assemble a list of the allowed parts from the hundreds of APL/AELs into lists of repair parts to be stocked by the ship. These lists are prepared by the activities and cover the equipments supported by them. The preparation of these lists takes into account the:

- installed equipment on board
- quantity of each item of that equipment
- failure rate of parts, and the
- relative importance of these parts to the operation of the equipment.

Thus, the COSAL, aided by experience and advice from technical ratings, enables the supply officer to stock the items that should be carried to meet the requirements for repair parts.

Of course, the COSAL will not provide parts for every equipment breakdown. To do this, you would have to carry a complete set of spare equipment and machinery in the storeroom. This is impossible. Chapter 12 of this TRAMAN covers a system of reporting that will greatly improve the effectiveness of the COSAL, but the present COSAL is far superior to any system previously used to provide repair parts support for the equipment and machinery aboard ship.

The COSAL does not include:

- Ship's store stocks
- Resale clothing
- Subsistence items
- Expendable ordnance
- Recreational equipment
- Hydrographic charts
- Medical material
- Printing equipment
- Bulk fuels and lubricants
- Repair parts for aircraft

These items are covered by separate outfitting and load lists.

Flagship allowances are included in HME COSAL.

As you study this chapter, keep in mind that you will use the COSAL for two main reasons: (1) To identify repair parts and (2) To determine storeroom allowances. This includes the material in your storeroom and the material requirements of maintenance personnel. There is much more information contained in the COSAL that you may use, depending upon the type of job you are assigned to do.

If you are assigned to the supply support center or repair parts storeroom, you must be able to use the COSAL. How well you are able to use it will depend on how well you understand the purpose and content of each part.

Refer to the *COSAL Use and Maintenance Manual,* SPCCINST 4441.170A series for detailed instructions in its use.

STOCK LISTS AND CATALOGS

The use of stock lists and catalogs is fully explained in chapter 4. As a Storekeeper you will be expected to have a working knowledge of the stock lists and catalogs on your ship. The following is a brief description of the types and purposes of regularly used references.

Complete and accurate management data must be available for requisitioning purposes and for effective financial and inventory control of material. The ML-N provides the basic management data. The related publications were developed to supplement the ML-N by providing additional management data and by consolidating certain information for reference purposes. The ML-N and related publications all have the NSN as a common data element. Detailed descriptions and information on the ML-N and the related publications listed below are discussed in chapter 4.

- Navy Master Repairable Item List (MRIL)

- Hazardous Material Information System (HMIS)
- Consolidated Master Cross-Reference List (MCRL)
- Identification List (IL)
- Afloat Shopping Guide (ASG)

Federal Logistics Data

Federal Logistics Data on (CD-ROM) is available to access DOD logistics data. It replaces the cumbersome data retrieval process of the micro-fiche media used for earlier federal Catalog System (FCS) and Navy unique publications. It is also an interactive query system using the following types of search criteria

- Part Number
- Commercial and Government Entity (CAGE)
- National Item Identification Number (NUN)
- National/NATO Stock Number (NSN)
- Permanent System Control Number
- Supplier Name
- Item name, Navy Item Control Number (NICN)
- Engine Number
- Master Repairable Item List (MRIL)
- Shipping Code

The Federal Logistics Catalog reduces the time required to access the information needed to identify and order supplies. It also contains extracts of data found in the following FCS publications:

- Management List-Navy (ML-N)
- Management List-Consolidated (ML-C)
- Master Cross Reference List (MCRL)
- Federal Logistics Data Record (FILDR)
- Identification List (IL)
- Interchangeability and Substitability (I and S)
- Commercial and Government Entity (CAGE)
- Federal Supply Classification Groups and classes (H2-1)
- Freight, Selected Federal Item Name Directory for Supply Cataloging Data (H-6)

Navy unique publications consist of:

1. List of Items Requiring Special Handling (LIRSH), Master Repairable Item List (MRIL)
2. Navy Item Control Number to National Item Identification Number (NICN-NIIN) Cross Reference.

Naval Publications and Forms Directorate, Aviation Supply Office (NPFD, ASO) manages all Navy subscription for the Federal Logistics Catalog, including requisition processing, payment matters, renewal notifications, customer inquiries and problem, and future enhancements to the system. A subscription includes the initial 3 disk set, a user manual and monthly updated disks.

Forms and Publications

Navy *Stock List of Forms and Publications* (NAVSUP P-2002) provides ordering information for all forms and publications printed and used in the Navy.

GSA Catalog

The *General Services Administration (GSA) Catalog* provides a quick reference for commonly used items since it is published in four volumes. Volume 3 contains descriptions of material similar to the ASG.

Clothing Price List

Clothing price lists are published by the Ship's Parts Control Center (SPCC). Separate price lists are provided for men's and women's clothing items. These lists establish the mandatory prices of clothing items. They are usually revised on 1 July of each year and more often if necessary because of price changes. They must be posted in all clothing stores for all to see.

TECHNICAL REFERENCES

You will refer to technical publications repeatedly. The better you understand their content and purpose, the easier they are to use. The references listed below are found on most ships.

The *Naval Sea Systems Command Technical Manual* is usually kept in the engineering department as it pertains primarily to engineering matters. You will refer to it occasionally for technical data on:

- Material
- Preservation of Supply Spaces
- Safety Precautions in stowing safe semisafe, and dangerous materials

The *Commercial and Government Entity* (CAGE) provides a means of identifying manufacturers without writing out the complete name and address. The Defense Logistics Agency has assigned five-digit identifying numbers to all manufacturers and suppliers that contract with the government. You will use this code to identify the stock items in stock lists and cross-reference listings. It is published on microfiche by; (1) Name-to-code and (2) code-to-name.

Manufacturers' Instruction Books are prepared for all Navy equipment. They contain operating instructions, maintenance and test procedures, drawings, and parts lists. You will use the parts lists to identify repair parts, Instruction books are *normally* retained and used by the technical ratings. They will assist you in identifying the part number and nomenclature of the required part.

This has been a very brief look at the publications that you will use most often. Most of them are covered in greater detail in later chapters. You cannot become an expert on publications by reading a few paragraphs about them; you must use them.

Navy Supply Corps Newsletter

The *Newsletter* is published monthly by the Naval Supply Systems Command. It is distributed to Supply Corps officers and Master and Senior chief petty officers in supply ratings. While it is not an official publication, it contains much information that will be useful to you.

One featured column is directed toward enlisted personnel in supply ratings. The Newsletter contains articles on new procedures and supply operations in the Navy. It also lists the latest changes to NAVSUP and NAVCOMPT publications.

CHANGES TO PUBLICATIONS

Regardless of how well you can use supply publications, if they aren't up to date you are wasting your time. Changes should be entered when received. This prevents loss and ensures that the latest information is being used. There are different types of changes and the methods of entering them are different. Always read the accompanying instructions before making the change.

Pen-and-ink Changes— These changes are usually distributed as a message letter or notice and require you to change words and/or sentences in a publication.

Changes to the *NAVSUP* and *NAVCOMPT Manuals* and other publications requiring extensive changes are made by page changes. This involves removing an old page and inserting a new one in its place. Most of these changes will also include a list of "Effective Pages" or "Sheets in Force" which should be checked after the change has been made. This makes sure that all pages that should be in the manual are there.

Change Bulletins are usually used to change stocklists, catalogs, and cross-reference listings. The change bulletin will refer to the basic publication that it changes and will state whether it is cumulative or noncumulative. A cumulative change bulletin is one that contains all changes previously issued and the older bulletins should be discarded. Example: (Change Bulletin #3 replaces Change Bulletin #2 which should be destroyed). Noncumulative change bulletins must all be retained until the basic publication is reprinted. Always read the instructions BEFORE you make the change.

CLASSIFIED INFORMATION

Classified information is a term used to include any information or material requiring protection in the interest of national defense. You may come in contact with classified information at any time and you must know the different classifications used and their meanings. The *Department of the Navy Security Manual for Classified Information,* OPNAVINST 5510.1, is the guiding publication for handling all classified matter in the Navy. Ships not only have a large number of classified publications and other written materials on board, they also have classified equipment. The supply department will probably carry classified repair parts for this equipment.

Additional information is contained in *Military Requirements for Petty Officer Third Class* and *Military Requirements for Petty Officer Second Class. If* your duties required you to handle classified information, you should study the *Security Manual* and local instructions to be sure you comply with all requirements of handling, stowage, and transmissions.

DIRECTIVES ISSUANCE SYSTEM

Your work as a Storekeeper will be governed to a large extent by directives issued by the various commands, bureaus, and offices of the Navy Department.

These directives are issued in accordance with the Department of the Navy Directives Issuance System, SECNAVINST 5215.1, which sets the policies, responsibilities, and standards for the administration of the Navy Directives System.

PURPOSES OF THE SYSTEM

Use of this single Navywide numbering system for directives enables each naval activity receiving directives to:

1. Group directives by subject and combine related subjects.
2. Distinguish between directives of a continuing nature and those of a brief duration.
3. Obtain complete sets of instructions upon activation or commissioning.
4. Determine, by use of periodic checklists, the current status and completeness of its set of directives.
5. Determine, by use of subject indexes, what directives are in effect on a subject.
6. File directives and describe them as references by one easy method.
7. Use the same numbering system for correspondence files as for directives.

Since the system serves so many useful purposes, it is important that you become well acquainted with it.

TYPES OF DIRECTIVES

The directives system provides for two types of directives

Instructions

Directives containing authoritative or information having continuing reference value or requiring continuing action. An instruction remains in effect until superseded or otherwise canceled by the originator or higher authority.

Notices

Directives of a one-time or brief nature with self-canceling provision. They have the same force and effect as an instruction. Usually notices remain in effect for less than 6 months. They may not remain in effect for longer than 1 year.

CORRESPONDENCE

Official correspondence in the Navy includes all recorded communications sent or received by a person in the Navy in the execution of the duties of his office. Supply departments, both ashore and afloat, originate and receive a large quantity of correspondence. Some of the more common types are; directives outlining supply policies and procedures, naval letters requesting and furnishing procedural information and authority, and letters and memorandums assigning duties and individual responsibilities.

Outgoing correspondence is normally drafted by senior petty officers or officers of the supply department. The SK3 or SK2 is primarily concerned with typing and format. Some correspondence originated by the supply department is of a recurring nature and relatively standard in content. This may include such correspondence as: recommended changes to allowance lists, requests for special or in-excess material, or periodic reports to higher authority. Correspondence of this nature may be drafted by the SK3 and SK2, using file copies of previous correspondence as a guide.

The format and procedural requirements of official correspondence Samples are found in the *Department of the Navy Correspondence Manual.* Slight variations from these formats may be practiced at different commands. When assigned to a ballet requiring the preparation of correspondence, it is necessary to consult local command instructions outlining the details pertaining to the preparation of correspondence. You should consult local command instructions for preparing official correspondence.

ROUTING AND HANDLING OFFICIAL CORRESPONDENCE

The fact that official correspondence is produced implies that the information is being requested or furnished. Unless this information is disseminated accurately, the work to produce it has accomplished very little. Correspondence requesting a report does not

produce the report unless the person responsible for its preparation receives the request.

The responsibility for the dissemination and handling of official correspondence is assigned to a specific organizational component of the supply department. An SK3 or SK2 in many instances is assigned to this component, and in smaller departments and aboard ship may even be the component head.

INCOMING CORRESPONDENCE

Official correspondence received by the supply department may become a permanent record of the department. The routing required between the receipt and the filing of correspondence depends on the type of information furnished and/or the action required. Local procedures usually prescribe a standard routing for all incoming correspondence. This is in addition to the routing to those individuals or organizational components primarily concerned with the communication.

A route sheet similar to figure 3-6 maybe used to ensure the proper routing of correspondence requiring action. This should be prepared in duplicate with the original attached to the correspondence being routed and the copy being retained by the correspondence SK. As the correspondence progresses through the routing indicated, action is taken and the routing sheet is initialed by the responsible individuals. When the routing is complete, the correspondence with the original route sheet is returned to the correspondence SK for filing.Figure 3-6.—Route sheet.

The routing scheme may be placed on the correspondent itself if it is in the nature of information. This may be accomplished by the use of a rubber stamp. (See figure 3-7).

OUTGOING CORRESPONDENCE

Outgoing correspondence is usually handled by the correspondence component of the organization. They use a rough draft prepared by the originator. The completed letter is presented to the appropriate official for signature.

The correspondence file which accompanies the letter to be signed is arranged according to the instructions of the signing official.

Once signed, the correspondence is dated with the date on which it is signed. File copies are removed for filing, and the correspondence forwarded to the addressee(s).

TICKLER FILE

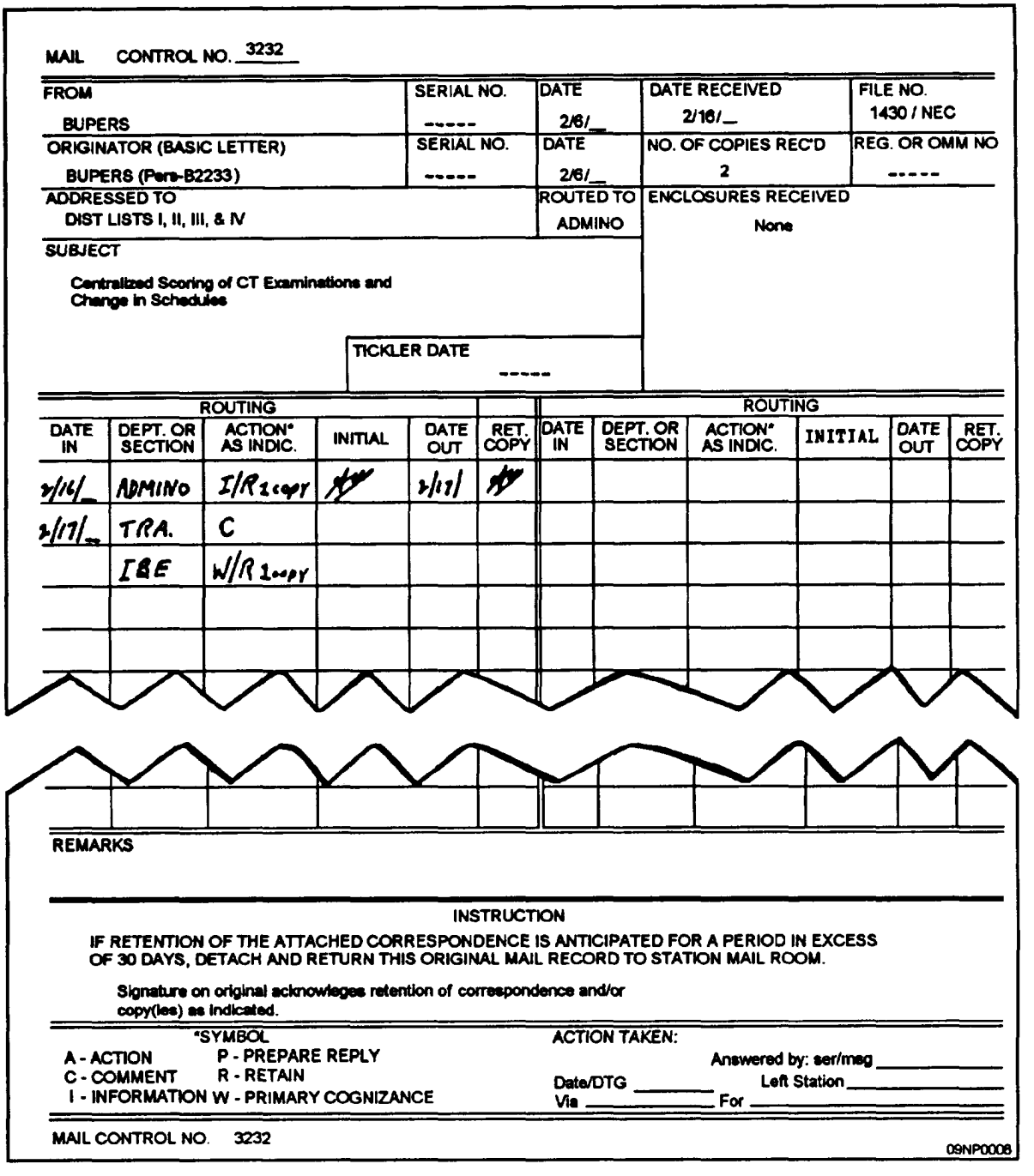
Another responsibility assigned to the correspondence SK is the maintenance of the system used to ensure a timely response to incoming correspondence. It may also be used to ensure the preparation of required reports. A tickler file is established simply as a reminder that some action is required prior to a certain date. The method most suitable for local conditions, considering size of operations and the amount of correspondence handled, should be used. The methods described in the following paragraphs are frequently used.

The retained copies of the route sheet maybe used as a reminder for replies or reports of a one-time nature. They should be maintained by the date that the reply or report is due and retained until the required action is completed. If sending correspondence is required, enough time should be allowed to ensure its receipt by to the recipient on or before the due date.

For reports or actions of a more permanent or continuing nature, file folders maybe used. These may be numbered from 1 to 31, corresponding to the days of the month. Notes listing action required, data required, background information, and reference data are filed in the folders according to due date. The folder for the current day is pulled each morning and refiled in the back of the file after the contents are noted and after it is determined that the required action has been taken. When it is found that the required action has not been taken, the correspondence SK should follow up with the responsible Personnel.

FILING CORRESPONDENCE

Department of the Navy Standard Subject Identification Codes, SECNAVINST 5210. 11, provides a single, standard subject system for classifying correspondence for filing. This system is used for standardized numbering of Navy and Marine Corps documents by subject throughout the Department of the Navy. SECNAVINST 5210.11 contains a list of standard subject identification numbers and a list of name-title subject identification codes. Except at activities with an exceptionally large volume of correspondence, files normally are established by subject identification numbers. However, files may be established by name-title codes or a combination of both.



MAIL CONTROL NO. 3232

FROM	SERIAL NO.	DATE	DATE RECEIVED	FILE NO.
BUPERS	-----	2/6/__	2/16/__	1430 / NEC
ORIGINATOR (BASIC LETTER)	**SERIAL NO.**	**DATE**	**NO. OF COPIES REC'D**	**REG. OR OMM NO**
BUPERS (Pers-B2233)	-----	2/6/__	2	-----
ADDRESSED TO		**ROUTED TO**	**ENCLOSURES RECEIVED**	
DIST LISTS I, II, III, & IV		ADMINO	None	

SUBJECT

Centralized Scoring of CT Examinations and Change in Schedules

TICKLER DATE -----

ROUTING						ROUTING					
DATE IN	DEPT. OR SECTION	ACTION* AS INDIC.	INITIAL	DATE OUT	RET. COPY	DATE IN	DEPT. OR SECTION	ACTION* AS INDIC.	INITIAL	DATE OUT	RET. COPY
2/16/__	ADMINO	I/R 1 copy	[illegible]	2/17/	[illegible]						
2/17/__	TRA.	C									
	IBE	W/R 1 copy									

REMARKS

INSTRUCTION

IF RETENTION OF THE ATTACHED CORRESPONDENCE IS ANTICIPATED FOR A PERIOD IN EXCESS OF 30 DAYS, DETACH AND RETURN THIS ORIGINAL MAIL RECORD TO STATION MAIL ROOM.

Signature on original acknowleges retention of correspondence and/or copy(ies) as indicated.

*SYMBOL

A - ACTION P - PREPARE REPLY
C - COMMENT R - RETAIN
I - INFORMATION W - PRIMARY COGNIZANCE

ACTION TAKEN:

Answered by: ser/msg _____
Date/DTG _____ Left Station _____
Via _____ For _____

MAIL CONTROL NO. 3232

09NP0008

Figure 3-6.-Route sheet.

STANDARD SUBJECT IDENTIFICATION NUMBERS

For the purpose of identification and filing, standard subject identification numbers classify Navy correspondence and directives under 13 major series groups. These major series groups are further subdivided by use of the last three digits in the major series.

The 13 major subject groups are subdivided into primary, secondary, and sometimes tertiary breakdowns.

Figure 3-8 is an example of an identifying symbol assigned to an instruction issued by the Office of the Secretary of the Navy.

Consecutive numbers are assigned to instructions having the same subject identification number to show

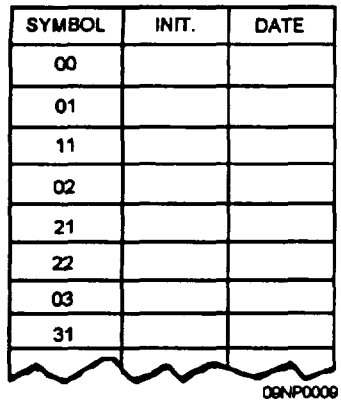


Figure 3-7.-Routing stamp

the order of issuance. For example, the subject number of contract financing is 7810. An originating office would assign numbers to the first, second, and third instructions which it issues on contract financing as follows: 7810.1,7810.2, and 7810.3, respectively. The number 7810.1A indicates the first revision of the instruction 7810.1.

Notices are not assigned consecutive numbers when they are of a one-time nature or of brief duration. The subject identification number assigned as the file number of a letter is not assigned a consecutive number. The security classification of Confidential or Secret instructions and notices is indicated by prefixing the subject number by "C" for Confidential and by "S" for Secret.

Name-Title Subject Identification Codes

Name-title codes (alphabetic or alphanumeric codes) are provided for names and titles frequently used by the Department of the Navy. These codes may be used for classifying and filing documents by name or organizational designation except that they are not to be used in assigning subject numbers to directives. Included are symbols for fleet organizations, the United States Government, foreign governments,commercial enterprises and firms;classes of personnel; types of naval activities; and official symbols for classes and types of aircraft, vessels, and guided missiles.

The first letter of the name or title code designates the larger organizational group, and the second or third letter designates a further breakdown of the larger group. For example, "NA" designates naval air stations. The "N" is for the Naval Shore Establishment and the "A" for air stations. An Arabic numeral added to the letter symbol further subdivides the code. For example: FF—Fleets, Forces, Types, Areas, and Sea Frontiers. FF1—U.S. Fleet, FF3—U.S. Task Fleets.

Fleets

File arrangement within any office depends upon the mission of the office and on the volume of its official correspondence. Normally, general correspondence is stored in metal file cabinets., This includes letters, and memorandums received or originated by the office.

Folders are used to keep correspondence orderly in the files. Standard file folders are available in two sires, letter size (9 x 11-3/4 inches) and legal size (9 x 14-3/4 inches). The total number of folders and the appropriate primary, secondary, or tertiary subject identification numbers, or the name-title symbols, to be used are determined by the volume of written matter in each category to be filed. There may be no need to establish folders on some major series groups, while others may require several folders broken down to primary, secondary, or tertiary numbers. The subject identification numbers or name-title symbols should be printed on each folder.

The subject identification number placed on the correspondence by the originator assists in determining the correct folder in which to file the correspondence. This number, however, may not be appropriate for the particular office concerned, thereby requiring

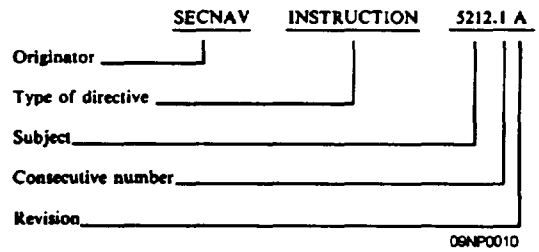


Figure 3-8.-Example of an identifying symbol assigned to an instruction.

reclassifying. The proper method of classifying a document for the purpose of selecting the appropriate file is to read it carefully and analyze it, considering the following factors:

1. The most important, definite, or concrete subject mentioned.
2. The purpose or general significance of the document.
3. The manner in which similar documents are requested by users of the files.
4. The subject identification code under which previous-documents of a similar nature are filed.

Directives are not placed in the general correspondence files except when copies of instructions and notices are attached to or interfile in such files when needed to complete a record or document. Instructions are filed in standard three-ring binders and are arranged as follows:

1. In numerical order of subject identification number.
2. By the originating office within each subject identification number.
3. By consecutive number (suffix number) for each originating office.

Notices are usually not filed because of their brief duration. Should recipients believe it necessary to file a notice temporarily, it may be interfile with instructions.

Messages are filed by the data/time group number. Normally, two files are maintained with one containing incoming messages and the other outgoing messages.

DISPOSITION OF CORRESPONDENCE AND RECORDS

Retention of obsolete and inactive correspondence and records is costly. Such correspondence and records should be destroyed or transferred in accordance with approved records disposal instructions. If this is not performed periodically, the volume of file space required becomes excessive and the files become unwieldy, thus inefficient. The destruction of records is governed by law, which requires authorization by proper authority. The authority for destruction of Navy records is contained in SECNAVINST 5215.5, *Disposal of Navy and Marine Corps Records.*

The provisions of SECNAVINST 5215.5 are normally amplified by the issuance of local instructions outlining the procedures as they apply locally. The SK3 or SK2 should become familiar with these instructions. However, you should not take it upon yourself to determine the proper destruction or transfer of records not clearly defined in these instructions. This is the responsibility of senior petty officers, chiefs, or commissioned officers.

Local Disposition

Not all material in the files have a record characteristic. In fact, most printed matter found in the supply department general files fall in the category of nonrecord material. This includes documents that are copies of those filed in the ship's office or station administrative department or material accumulated in the process of producing records, but which never acquire a record characteristic themselves.

SECNAVINST 5212.5 (part II for shore stations and part III for ships) contains the retention standard for naval records. Record materials are listed by broad subject and the retention period is furnished. Nonrecord material may be destroyed locally as soon as it has served its purpose. Records material may be destroyed upon completion of the retention period.

Unclassified records or nonrecords materials authorized for destruction may be placed in wastebaskets and disposed of in the normal manner for trash. Classified matter authorized for destruction should be destroyed by burning in the presence of two designated witnesses. All persons witnessing the destruction of classified material must have security clearances at least as high as the category of material being destroyed. Classified matter may also be destroyed by pulping, provided destruction of the classified material is complete and reconstruction impossible.

TRANSFER TO FEDERAL RECORDS CENTERS

Federal Records Centers have been established by the General Services Administration in various locations throughout the United States. Activities are authorized to transfer records to Federal Records Centers under certain conditions, including the following:

1. When the records are specifically designated in SECNAVINST 5215.5 for periodic transfer.
2. When the records are designated in SECNAVINST 5212.5 for permanent or

indefinite retention and they have served the activity's immediate reference needs.

3. When the retention period of records of a disestablished activity has not expired and the records are not required either by the cognizant bureau or office or by an activity assuming responsibility for functions of the disestablished activity.

4. When records have a retention period of more than 4 years.

5. When records are inactive and are not required for local operating purposes, provided it is determined that savings can be effected by the transfer.

OFFICE PROCEDURES AND BEHAVIOR

Your contribution toward good human relations in your office is fully as important as what you do about physical conditions. At this point in your career your personal influence is expanding. Once you become a petty officer, you are not only responsible for yourself but are also expected to exhibit qualities of leadership.

KNOWING YOUR OFFICE

When you begin work in a new billet, one of your first jobs is to learn as much as possible about the organization in which you work. You should learn the purpose for which your office exists and the duties it performs. Then you should study the office organization and the chain of command. This textbook will help you by furnishing general information about various types of offices to which you maybe assigned, but them will always be more to learn when you actually arrive at each new duty station.

After you understand the functions of your office, you will see how your own duties fit into these functions. This knowledge will make your work more interesting to you. Those files, for instance, that you thought so dull, take on new interest when you know to make use of the information they contain.

Those personnel who are now chiefs got there by looking beyond their own jobs. You should know the name and grade or rate of every member of your office, and the manner in which signing officials sign their names. You should also learn what part of the office operation each person performs and how each person's work contributes to general office functions.

BEYOND YOUR OFFICE

The next step is to see your office as part of a huge plan. You can look at any office to which you may be assigned in two ways. One as a part of your own ship or station. The other as a part of a broad program operating through offices like yours in all ships and stations, throughout the Navy,

Thinking of your office in its relation to your ship or station, you should study the ship or station organization. You should also study the names, titles, and grades of those above your office in the chain of command. You should know which other offices are closely related to yours in their duties.

To understand the Navywide program of which you are a part, study the publications related to your work. Learn what reports are due and in what form. Remember what you read in chapter 1 of this course about various aspects of a Storekeeper's work. To which of these does your billet belong? How is it related to others?

CHAPTER 4

MATERIAL IDENTIFICATION

This chapter discusses what is meant by material identification. Why it is necessary. The way material is identified, and the tools that are available for you to use in identifying material. The problem of material identification is not peculiar to the Navy nor to the military. You probably have had occasion to purchase a part for your car or for an appliance or to use a mail order catalog. These items were all identified by a catalog or part number. This is the material identification system used by that manufacturer or supplier. They use it for the same reason the Navy does. It is a brief, accurate means of identifying one specific item of material. Each company develops a system to meet its own needs.

There are over four million supply items in the Department of Defense (DOD) Supply System. The Navy Supply System alone stocks over one million items When requisitioning a specific item from a supply activity, you must use the common language that has been developed to accurately identify the item. This tool is known as the Federal Supply Catalog System.

FEDERAL CATALOG SYSTEM

The Defense Logistics Agency (DLA), administers the Federal Catalog System. This includes naming, describing, classifying, and numbering of all the items carried under centralized inventory control of the Federal Government. The publication of related identification data is also part of this task. The Federal Catalog System also is used by North Atlantic Treaty Organization (NATO) countries.

FEDERAL SUPPLY CLASSIFICATION SYSTEM

The Federal Supply Classification (FSC) system is designed to classify all items of supply used by the Federal Government. Each item of supply is classified in one, and only one, four-digit Federal supply class. The first two digits denote the group or major division of commodities the last two digits denote the class or subdivision of commodities within a group. As presently established, the FSC consists of 76 groups (some currently unassigned). These stock groups cover rather broad categories of material. Therefore, they are subdivided into classes. There are approximatey 600 classes assigned to the 76 groups.

The number of classes within each group vary. Each class covers a particular area of commodities, in accordance with their physical or performance characteristics, or based on the fact that the items in the class are usually requisitioned or issued together. You will learn the frequently used classes within the groups by using them. Examples of how the classes are used to divide types of material as shown in figure 4-1.

Together, the stock group and class are known as the FSC.

The Defense Logistics Agency Cataloging Handbooks, H2-1, H2-2, and H2-3 contain a complete listing of assigned federal supply classification classes.

You will notice that the Federal supply groups starts with group 10. The Navy uses the groups 01 through 09 for forms and publications which are not included in the Federal Catalog System.

NATIONAL STOCK NUMBER

The national stock number (NSN) for an item of supply consists of a four digit FSC group and class, and

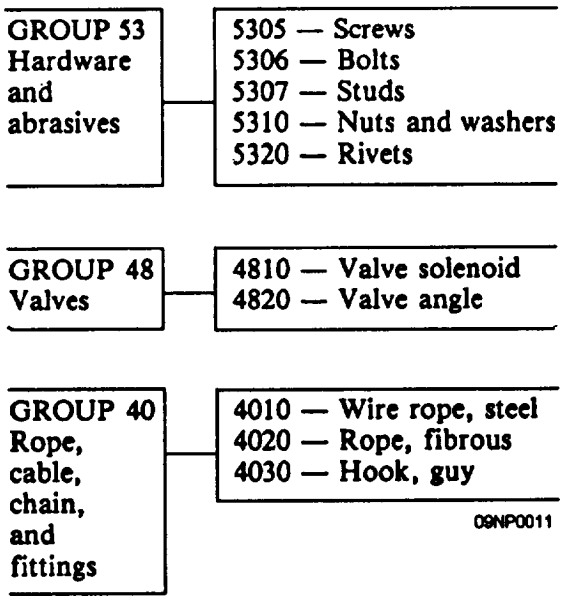


Figure 4-1.-Classes of material within stock groups.

a nine-digit national item identification number (NIIN), The NIIN consists of a two-digit national edification bureau (NCB) code (which will be discussed separately) and seven digits which in conjunction with the NCB code, uniquely identify each NSN item in the Federal supply distribution system. Figure 4-2 shows the elements of an NSN in the order they are written.

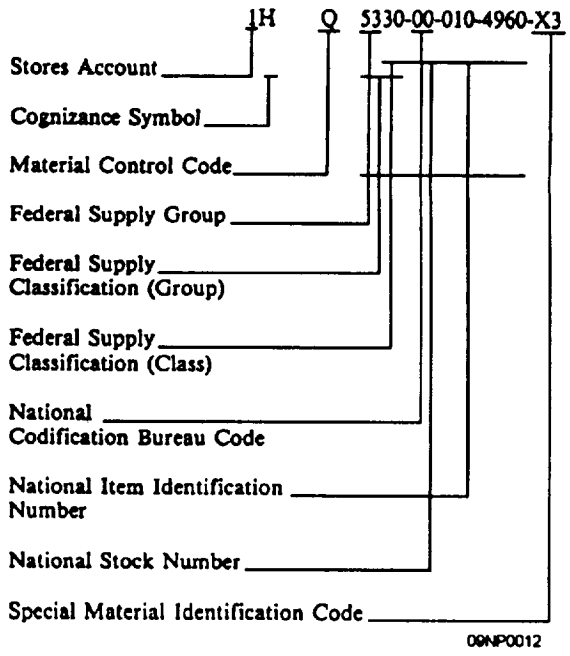


Figure 4-2.-National stock number for an Item of supply.

Cognizance Symbol

A two-part cognizance symbol is used by the Navy to provide supply management information. Then are 94 cognizance symbols currently in use. The majority of stock transactions aboard ship use cognizance symbols 1H, 9C, 9G, 9N, 9Q, and 9Z. The first part is a single number that tells in what the stores account the material is carried in the supply system. Briefly, the numerical part of the cognizance symbol indicates the following:

1,3,5,7	Material is held in the Navy Stock Account (NSA). When this material is issued, it must be paid for by the requisitioner.
9	Material purchased by the Defense Stock Fund and held in NSA. When this material is issued, it must be paid for by the requisitioner.
2,4,6,8	Material held in the Appropriations Purchases Account or nonstores account. This material is issued without charge to the requisitioner.

The second part of the cognizance symbol is a single-letter code that designates the inventory manager or inventory control point (ICP) that has cognizance, or control, of the material. These inventory managers may be Navy or Defense activities.

Material Control Code

The material control code (MCC) is a single letter code assigned by the inventory manager to indicate the rate of usage or to designate those items having special reporting and/or control requirements. The MCC is discussed further in the latter part of this chapter.

National Codification Bureau (NCB) Code

An NCB code is a two-digit code which is included as the fifth and sixth digits of an NSN or a NATO stock number. It identifies the country that assigned the stock number or it indicates that the stock number is used by two or more countries. The NCB codes currently assigned are listed in the NAVSUP P485.

National Item Identification Number

The national item identification number (NIIN) is a nine-digit number which identifies each item of supply used by the DOD. The NIIN indexes or relates to identification data information which makes it different from every other item. The amount and type of identification data depends on the item and its intended use. Although the NIIN is part of the NSN, it is used to independently identify an item. Except for identification lists, most Federal supply catalogs are arranged in NIIN order.

Stock records are also maintained in NIIN order as are load lists and consolidated allowance lists.

Navy Item Control Numbers

Items of material that are not included in the Federal Catalog System, but stocked or monitored by the Navy Supply System, are identified by Navy item control numbers (NICNs). NICNs are 13-character item identification numbers. They are assigned by ICPs or other Navy item managers for permanent or temporary control of selected non-NSN items under their

cognizance. The NAVSUP P485 covers NICNs in detail.

Local Item Control Number

Local item control numbers (LICN) may be assigned to shipboard stocked consumable items which are not identified by an NSN, a NATO stock number, or another type of NICN. An LICN consists of 13 characters. The first four numbers correspond to the FSC of similar NSN items, the fifth and sixth (NCB code area) are "LL," and the remaining seven are all numbers. (See figure 4-3.)

Locally assigned item control numbers are authorized for local use only (i.e., for shipboard stock records, locator records, bin tags, issue documents, etc.). They are not used for requisitions since they would be meaningless to the supply source.

Special Material Identification Code

Special material identification code (SMIC) is a two-position alpha or alphanumeric code assigned by the Commander, Naval Supply Systems Command to NSN items which require:

- Source of quality control
- Technical design or configuration control
- Special controls for procurement, receipt, inspections, test, storage, and issue

Appendix 9L of the NAVSUP P485 lists the current authorized SMICs. These codes are shown in the Management List-Navy (ML-N) in the column headed "Material Management Code (MMC)," and are considered supplemental to the NSN. When an SMIC is assigned to an NSN item, the SMIC will be suffixed to the NSN in all supply documents and records.

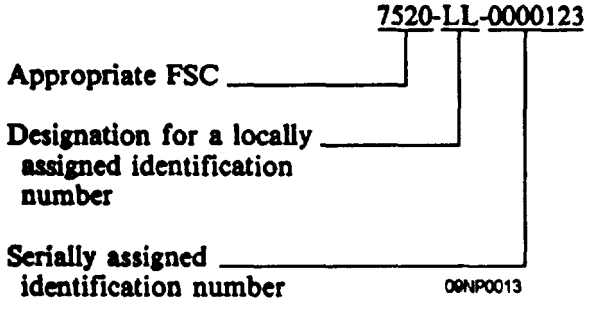


Figure 4-3.—Local Item control number.

Technical Manual Identification Numbering System (TMINS)

The TMINS is a plan for classifying, indexing, and numbering Navy technical manuals to encourage standardization and modernization. The 13-character number, patterned after the 13-digit national stock number, serves both as the technical manual identification number and as the number used to requisition a particular technical manual. TMINS numbers are authorized for use on DD Forms 1348 or message requisitions in DD Form 1348 form at using RIC A04 or A0D, as appropriate. See NAVSUP P-485 and NAVMATINST. 4160.1 for further information on the TMINS.

IDENTIFICATION ABOARD SHIP

You should be able to identify both the material in your ships storerooms and the material requirements of your ship. You do this by converting item nomenclature or description into NSNs assigned in the Federal Catalog System.

All items of stock must be recorded on stock record cards. Any action which affects the quantity or value of that stock must also be recorded. For this reason, all stock transactions, receipts, and expenditures use NSNs to make sure they are posted to the right stock card. If you use the wrong NSN to requisition material for the ship, you will probably receive an item that the ship cannot use. Not only will the ship have spent its money uselessly, but an item that may be urgently needed by another ship or station will not be available. There is also the additional delay of waiting for the right item material to be ordered and received.

When taking inventory in a storeroom, you must use the right NSN or the count may be posted to the wrong stock card. To help prevent errors in inventory and issues, all stock in the storerooms should be marked with the right NSN. To do this you should:

- Place a stock tag on the front of the bin or drawer if it contains only one type of material.
- Fasten a stock tag to the item.
- Write the NSN on the item with marking pen or other permanent marking. It only takes a short time to mark stock properly when it is inventoried or received. It can save you a lot of time later on.

TERMS

It is important to have a clear understanding of the terms used in the material identification process. The following terms are used in this process:

MATERIAL—refers to supplies, repair parts, equipment, and equipage used in the Navy.

EQUIPMENT—any functional unit of hull, mechanical, electrical, ordnance, or electronic-type material, It operated by itself or as a component of a system or subsystem. Equipment is identified by a component identification number (CID), numerical control code (NCC), allowance parts list (APL), or similar designation.

SUPPORT EQUIPMENT—is equipment such as test equipment, fixtures, hand tools, etc., required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of an end item of equipment.

EQUIPMENT DIVISION—The standard terms that describe the breakdown of electrical, electronic, mechanical, pneumatic, and hydraulic military equipment. They are explained as follows

- Part—one or more pieces joined together. Normally, disassembly prevents them from being used as designed (e.g., outer front wheel bearing of a truck, an electron tube, a composition resistor).
- Subassembly—is two or more parts which form a portion of an assembly or a unit that can be replaced as a whole. It may have a part or parts that can be individual y replaced (e.g., gun mount stand, window sash, recoil mechanism, floating piston, telephone dial, terminal bead with mounted parts).
- Assembly—a number of parts, subassemblies or any combination, joined together to perform a specific function (e.g., power shovel front, fan assembly, audiofrequency amplifier). The distinction between an assembly and a subassembly is not always exact. An assembly in one instance maybe a subassembly in another (i.e., when it forms a portion of an assembly).
- Unit—an assembly or any combination of parts, subassemblies, and assemblies mounted together, normally capable of independent operation in a variety of situations (e.g., hydraulic jack, electric motor, electronic power supply, internal combustion engine, electric generator, radio receiver). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit, because it is not normally disassembled.
- Group—a collection of units, assemblies, or subassemblies which is a subdivision of a set or system. It is not capable of performing a complete operational function (e.g., antenna group, indicator group).

EQUIPAGE—items which require management control afloat because of one or more of the following factors:

- High unit cost
- Vulnerability to pilferage
- Essential to the ship's mission

Equipage does not include installed mechanical, electrical, ordnance, or electronic equipments, components, or systems. Equipage items are usually identifiable to an end-use application aboard a ship. Allowed quantities of the item are determined on an individual ship basis. Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code. (See NAVSO P-3013.)

- Controlled Equipage—to those items of equipage that require special management control because the material is:

1. essential for the protection of life, or
2. relatively valuable and easily convertible to personal use.

Controlled equipage (e.g., life preservers, gas masks, binoculars, and firearms) is usually carried on board in allowance quantities only, and require special inventory control in accordance with NAVSUP P-485.

- Equipment and Equipage Replacements Funded by a Type Commander as Controlled Equipage—durable, high priced, and essential items of equipment and equipage not designated as controlled equipage. These are normally replaced during a ship's regular overhaul only. Replacement of such items as anchors, shots of chain, chain stoppers, binnacles, pelorus, and laundry equipment during a regular overhaul, are chargeable to overhaul funds. If replacement of these items is required between overhauls an OPTAR augmentation is normally requested from the type commander.

REPAIR PART—any item, including modules and consumable-type materials, which has an equipment

application and appears in an APL, stock number sequence list (SNSL), integrated stock list (ML), Naval Ship Systems Command drawings, or a manufacturer's handbook. Section A of Part III of the COSAL (SNSL of storeroom items) lists equipment-related consumable and repair parts normally stocked by the supply department. Any item in Section A is considered a repair part.

CONSUMABLE—administrative and housekeeping items, common tools, paints, cognizance symbol 11 forms, or any other items not specifically defined as equipage or repair parts. Materials such as general-purpose hardware, metals, lumber, and lubricating oil also are considered to be consumable in procurement transactions. But, they are be treated as repair parts in shipboard issue transactions when the material is to be used to accomplish maintenance actions.

REPAIRABLE— a component or part designated by the cognizant inventory manager as an item which can be economically repaired when it becomes unserviceable, Repairable items are identified by material control code (MCC) D, E, G, H, Q, or X. MCC D items maybe disposed of locally when they become unserviceable and cannot be repaired (by an organizational or intermediate maintenance activity. MCC E, G, H, Q, and X items are mandatory turn-in repairable. These items must be transferred to a designated depot level repair facility collection point (see indicated in the Master Repairable Item List (MRIL)) when they become unserviceable and cannot be locally repaired. (See NAVSUP P-485, for more information.)

CIRCUIT SYMBOL— used for electronic equipment in the same way that part numbers, drawing numbers, etc., are used for other equipment. Most circuit symbol numbers are cross-referenced in the APLs to an NSN for the particular part required.

END ITEM— a combination of products, component parts, and/or materials that are ready for final intended use. It is an equipment of one of its major subdivisions.

ARTICLE-a collection of items within a class (e.g., ensign, all nations or hats, white all sires).

ITEM— each size or color, of an article (e.g., ensign U.S. No. 7).

REPLACEMENT ITEM— an item supplied as a spare or repair part in place of the original part. Replacement items are not necessary interchangeable with the items they replace. They may be of better quality or may have greater capacity. Replacement items are not substitutes because they are supplied on a continuing basis.

MAKE ITEM— an item that is made from raw or bulk stock or by modifying other stocked items. They are not procured for stock or issue in finished form. Make items are source coded "MF" or "MO" in the COSAL.

EQUIVALENT ITEM— an item similar to another item to the extent that its characteristics are in strict accordance with the specifications for the item it may replace. Repairable assemblies are equivalent only if their "purchased repair parts" and performance are also equivalent. "Purchased repair parts" are limited to those items of a design peculiar to the repairable assembly concerned.

INTERCHANGEABLE ITEM— a nonequivalent item used in place of another item in all application

SUBSTITUTE ITEM— an item authorized for one-time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term "substitute items." No substitute will be used that might adversely affect any of the following:

1. Safety of flight (considering all primary structure and equipment);
2. Efficient performance of any aircraft, engine, accessory, or equipment;
3. Manufacturer's guarantee or warranty; or
4. Delicate, sensitive, or critical assemblies, or those subject to environmental condition, high speed, or high loads.

The authority for a substitute is automatically canceled as soon as a substitution is made. Additional requests for the same substitute item must be considered separately and entirely on the merits which justify its preference.

ACCESSORY— a part, subassembly, or assembly designed for use in conjunction with or to supplement another assembly, unit, or set. It contributes to the effectiveness of the accessory without extending or varying the basic function of the assembly or set. An accessory may be used for testing, adjusting, or calibrating purpose (e.g., test instrument, recording camera for radar set, headphones, emergency power Supply).

ATTACHMENT— to a part, assembly, or subassembly, designed to be used with another assembly, unit, or set. It contributes to the effectiveness of the attachment by extending or varying the basic function of the assembly, unit, or set (e.g., hoisting attachment on a truck, milling attachment for a lathe).

MAJOR COMPONENT— an item supported by an APL, but used in a larger item, such as an equipment. For example, the meat slicer in the enlisted dining facility is an equipment which is supported by an APL, and contains two components, the drive motor and the starter motor, both supported by individual APLs.

MAJOR UNIT OR COMPONENT— a component or segment of an equipment. For example, a radar set may have several major units, among them an amplifier, tuner, antenna pedestal, etc.

ALTERNATE NUMBER— a type of reference number. Identification to an NSN is made normally by use of a primary reference number. Additional numbers that can be used to determine an NSN, such as manufacturers' part numbers, drawing and piece numbers, are referred to as alternate numbers.

REFERENCE NUMBER— any number other than the current stock number, or circuit symbol in electronic equipments, used to identify a part. The most important reference numbers are manufacturers' part numbers. Superseded stock numbers are also a type of reference number. Reference numbers are used in the Master Cross-Reference List (MCRL) and Coordinated Shipboard Allowance List (COSAL) to determine the NSN.

COMMON ITEM— an item of standard design, application, and specification normally procurable from several manufacturers or suppliers, or available from only one manufacturer but with wide usage. Also an item that may have multiple applications.

PRESENTATION SILVER— gifts of silver (a single item or a group of items) occasionally received by U.S. Navy ships from states, municipalities, organizations, individuals, or other sources. (See NAVSUP P485.)

STOCK MEASUREMENT

Accurate measurement of stock is very important. When identifying either material or requirements, you should consult the stock list to be sure you are making the right measurements accurately. For most purposes, a steel measuring tape is accurate enough. For lightweight sheet metal or wire, a wire and thickness gauge is necessary. Stock identification lists contain tables for converting gauge to decimal or fractional parts of an inch.

SYMBOLS AND MARKINGS

As an aid to identification and as a safety precaution, many items are marked by symbols, codes, and serial numbers.

SYMBOLS

In addition to the NSN, symbols and color codes are used on certain metal products, and compressed gas cylinders. These are used primarily by technicians to quickly identify these products and by you for storage purposes. In ordering and expending, the NSN should be used.

Metal Products

Marking of iron and steel (ferrous) and other metal (nonferrous) products is covered by FEDSTD-1836, which provides for continuous marking.

The term "continuous identification marking" means that the marking appears at set intervals on a piece of stock. It is put on with a heavy ink, similar to paint. When a piece of bar stock is cut, each piece should carry the proper identification. The markings must give: (1) the producer's name or registered trademark, and (2) the commercial designation of the material.

Marking terms for the various commercial designations are found in FED-STD- 1836.

Some iron and steel products are not included in the continuous identification marking system outlined in FED-STD-1836. Required markings for these products are included in the material specifications. For example, boiler tubes are not marked continuously, but Navy specifications covering boiler tubes usually require that tubes of a certain size be marked at each end. Smaller tubes than those covered in the specifications may be bundled and tagged. NAVSUP P485 and FED-STD-1836 contain information on how and where these markings must appear on various metal products.

Compressed Gas Cylinders

A common color code for compressed gas cylinders is published in MIL-STD-101 and NAVSUP P-485 to provide a visual warning to supplement the

identification or title lettered on the cylinders, facilitate the segregation of these cylinders at depots, and promote greater safety.

Cylinders are color coded as a visual aid in identifying the gas contained therein. However, complete dependence for identification should not be placed upon the color coding. Positive identification of each gas depends upon the stenciled name and color code of the cylinder and the indented name on the valve body. (See figure 4-4.)

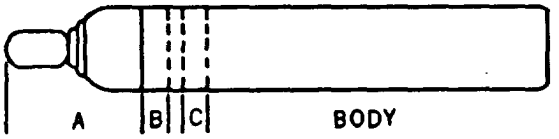
NUMERICAL MARKINGS

To facilitate identification, certain technical material may bear numerical markings assigned either by direction of the responsible command or by the manufacturer. These numbers are used in maintaining records on the material and appear on all vouchers, records, custody cards, and survey reports.

Manufacturers Serial Numbers

Manufacturers' serial numbers may be etched on the material or in case of portable and installed equipment may be attached to the equipment by nameplates. Information usually included on nameplates includes the manufacturer's name, make or model number, serial number, size, and voltage.

COLOR IDENTIFICATION



TYPE OF GAS	COLOR MARKINGS			
	A	B	C	BODY
Acetylene	Yellow	Yellow	Yellow	Yellow
Air (Oil-pumped)	Black	Green	Green	Black
Air (Water-pumped)	Black	Green	Black	Black
Ammonia	Brown	Yellow	Orange	Orange
Argon (Oil-pumped)	Gray	White	White	Gray
Argon (Water-pumped)	Gray	White	Gray	Gray
Argon-Oxygen	Gray	Green	Gray	Gray
Butane	Yellow	Orange	Yellow	Yellow
Butane-Propane mixture	Yellow	Orange	Yellow	Yellow
Carbon Dioxide	Gray	Gray	Gray	Gray
Carbon Dioxide (Fire only)	Red	Red	Red	Red
Chlorine	Brown	Brown	Brown	Brown
Dichlorodifluoromethane (Freon 12)	Orange	Orange	Orange	Orange
Dichlorotetrafluoroethane (Freon 114)	Orange	Orange	Orange	Orange
Ethylene Oxide	Yellow	Blue	Buff	Buff
Ethylene Oxide-Carbon Dioxide(Carboxide)	Buff	Blue	Buff	Buff
Helium (Oil free)	Buff	Gray	Gray	Gray
Helium (Oil pumped)	Gray	Orange	Gray	Gray
Hydrogen	Yellow	Black	Yellow	Yellow
Monobromotrifluoromethane(Fire only)	Red	White	Gray	Red
Monochlorodifluoromethane(Freon 22)	Orange	Orange	Orange	Orange
Nitrogen (Oil pumped)	Gray	Black	Gray	Gray
Nitrogen (Water pumped)	Gray	Black	Black	Gray
Oxygen (Medical)	White	Green	Green	Green
Oxygen, Aviator's Breathing	Green	White	Green	Green
Oxygen, Technical	Green	Green	Green	Green
Oxygen-Nitrogen	Black	White	Green	Green
Propane	Yellow	Orange	Yellow	Yellow

09NP0014

Figure 4-4.—Color codes for compressed gas cylinders.

Other Numbers

DRAWING NUMBERS—Certain technical materials are identified by a drawing or sketch number assigned by the controlling bureau or systems command or by the manufacturer, and must appear on all requisitions when a stock number is not assigned.

JCEC NOMENCLATURE—some items of electronic equipment are identified by Joint Communications Electronics Committee (JCEC) nomenclature (AN/UYK-5(V)) or Navy type (R-390A/URR) or model number (MK 9 MOD 2) as well as stock and serial number. In addition, major units of fire control radar equipment are identified by mark and modification numbers.

MARK AND MODIFICATION NUMBER— Ordnance material usually is given a mark and modification number, a drawing number, and a piece number. These serve to identify the part and facilitate reference to ordnance publications. Ordnance equipment may also be serially numbered, giving individual identify to units that are physically alike. This number is stamped on certain ordnance equipment, such as a rifle or pistol to facilitate identification of the manufacturer and to place responsibility for custody.

TOOLS OF IDENTIFICATION

So far you have studied the need for classifying material, how material is classified, how the NSN is constructed, how the NSN is used to classify material, the types of material used in the Navy, and the various markings used in identification.

The classification of material as to type is important because of the method used in accounting for ship's money. This is discussed later in this TRAMAN.

Material identification does not end with the assignment of a stock number. The customers of the supply system need some means of identifying their requirements with the stock numbers assigned to them, and of detemining the authorized quantities to carry on bead. Identification of these requirements may be determined by using the following lists:

- Management List-Navy-provides current data for requisitioning purposes (unit/issue/price, etc.).
- Allowance Lists—contain the items authorized, and recommended quantities that should be on hand and provide descriptive data which associate a material requirement to an NSN.
- Load Lists-reflect the range and depth of material carried by Combat Logistics Forces (CLF) ships (including tenders and repairships), or bases to fulfill assigned supply support of fleet units.

INTRODUCTION TO FEDERAL SUPPLY CATALOGS AND RELATED PUBLICATIONS (NAVSUP P-4000)

All Storekeepers should become proficient in the use of the *Introduction to Federal Supply Catalogs and Related* Publications (NAVSUP P-4000) because it presents a consolidated text of the features and guidelines for use of various Federal Catalog System and Naval Supply Systems Command (NAVSUP) publications. It also presents instructions which disseminate information relative to items within the Navy Supply System and indicates the interrelationship of the various publications.

Complete and accurate management data must be available for requisitioning purposes and for effective financial and inventory control of material. The Management List-Navy (ML-N) provides the basic management data. Related publications supplement the ML-N by providing additional management data or by consolidating certain information for reference purposes.

The ML-N and related publications are described in detail in individual chapters of the NAVSUP P-4000. Publications covered by this "Introduction" presents data using the format of the national stock number (NSN) and the national item identification number (NIIN). The short descriptions of what is contained in each publication should be used as a first step in obtaining required material identification and management data

The NAVSUP P-4000 is published by the Navy Fleet Material Support Office. This publication is not maintained on a fixed schedule. However, it is updated by change notices when required, or republished when the content is revised significantly.

MANAGEMENT LIST-NAVY

The Management List-Navy (ML-N) is the basic publication relating to NSN management data. It is published in NIIN sequence and includes only items for which Navy interest has been recorded. Ammunition items are included, but the *Catalog of Navy Ammunition Stock,* NAVSEA OD 12067/NAVAIR 11-1-116, is still essential for ordering and reporting.

The ML-N omits subsistence items. The source for subsistence is the book edition of the *Federal Catalog for Subsistence* compiled by the Defense Personnel Support Center. It also omits cryptographic/ cryptologic and Defense Nuclear items which are listed in security classified catalogs produced by the respective DOD agencies.

The ML-N is a Navy-tailored publication; therefore, many NSNs may be found in the MCRL that are not in the ML-N. If the item being researched is not found in the ML-N (including deleted items) and a continuing requirement exists, the using activity must take the necessary action to establish Navy interest. The format of the ML-N is illustrated in figure 4-5.

For definitions and explanations of the various codes and information found in the columns of the ML-N, refer to the *Introduction* to *Federal Supply* Catalogs *and Related Publications,* NAVSUP P-4000.

RELATED PUBLICATIONS

The Fleet Material Support Office publishes related publications that supplement the ML-N by providing additional management data and by consolidating certain information for reference purposes. The following are brief descriptions of these related publications.

MASTER CROSS-REFERENCE LIST (MCRL)

The MCRL published on microfiche provides cross-reference information from reference numbers to NSNs (Part 1) and from NSN to reference number (Part II), to assist in identifying items in the supply system. (Refer to figure 4-6.)

The MCRL is a consolidated publication and includes items of supply which are used by all services; therefore, many NSNs will be listed in the MCRL which are not listed in the ML-N.

Part I of the MCRL is printed in reference number sequence. Reference numbers are sequenced alphanumerical.

You should remember that when looking up a reference number, several methods of representing the number may be used. Different arrangements of the reference number should be tried before deciding that an item it is no longer listed. For example:

137 BCA 123 B

137#BCA/123-B

137-BCA-123-B

137 BCA-123B

137BCA123B

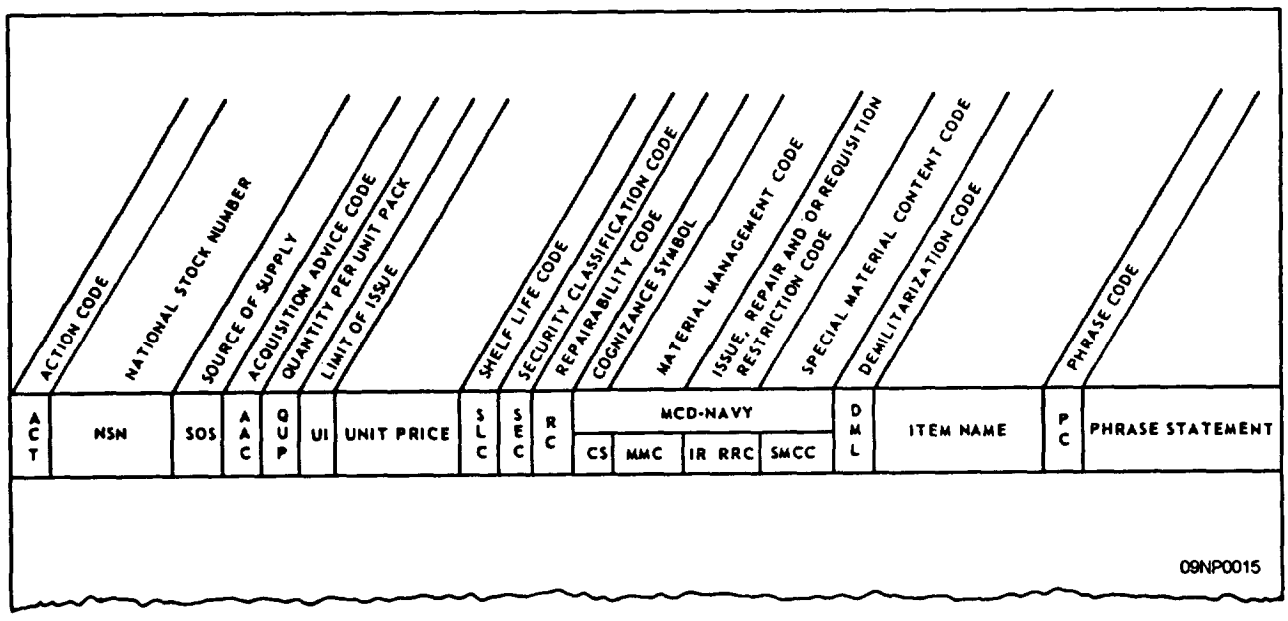


Figure 4-5.-Management List Navy (ML-N).

MCRL PART I

REF. NO.	FSCM	RNVC	NSN
55599	62983	2	4320-00-057-0782
556	24161	2	3030-00-269-9669
556-012-001	16665	2	5950-00-237-7237
556-1137	46859	2	5841-00-323-0747
556-1182	46859	2	5365-00-323-0749
556-2332	46859	2	5305-00-433-9273
556-35-1246FW160P 2	01351	2	3020-00-967-4607
556-3541	46859	2	5365-00-514-0363
556-3541-1	46859	2	5365-00-200-5226

MCRL PART II

NSN	REF. NO.	FSCM	RNVC
4320-00-057-0782	55599	62983	2
5365-00-200-5226	556-3541-1	46859	2
5950-00-237-7237	556-012-001	16665	2
3030-00-269-9669	556	24161	2
5841-00-323-0747	556-1137	46859	2
5841-00-323-0749	556-1182	46859	2
5305-00-433-9273	556-2332	46859	2
5365-00-514-0363	556-3541	46859	2
3020-00-967-4607	556-35-1246FW160P 2	01351	2

09NP0018

Figure 4-6.—Master Cross-Reference List (MCRL), Parts I and II.

Reference numbers having too many characters to permit complete listing on one line in the 16-character field are considered long reference numbers and are continued, indented one space, on the next line or lines.

Since January 1980, seven basic elements of information were included in the MCRL. Each microfiche includes two similar sets of data. The information is presented as follows

- Reference Number—A number, other than an activity stock number, used to identify an item of production.
- Commercial and Government Entity—The applicable manufacturers assigned five-digit code as listed in the cataloging Handbook H4-2.
- National Stock Number—The NSN assigned to the reference number.

Reference Number Variation Code-A code indicating whether the reference number is item identifying or requires additional data to correctly identify the item of supply.

Reference Number Category Code—A code that designates the relationship of a reference number to the item of supply.

Description Available—Description available/not available.

Item Name—Nomenclature of the item.

For a more complete description of the above titles and their codes, refer to the NAVSUP P-4000.

LIST OF ITEMS REQUIRING SPECIAL HANDLING (LIRSH)

The LIRSH is published to identify items which require special handling. This is a reference publication

used in conjunction with other publications, such as the MRIL and/or *Hazardous Material Information Systems* (HMIS).

Items are listed in NIIN sequence. Each microfiche is arranged, as shown below. Blanks indicate that a specific code is not applicable to the NSN.

- Cog—The cognizance code assigned to the NSN.
- MCC—The material control code assigned to the NSN.
- FSC—The Federal supply class assigned to the item.
- NIIN—The national item identification number.
- SMIC—The special material identification code.
- REP—The repairable material code.
- SCC—The security classification code.
- SL—The shelf-life code.
- SLA—The shelf-life action code.
- HZD—The hazardous material identification/ classification code.

In addition the following categories of items requiring special handling are contained in the LIRSH:

- Repairable Items-Refer to NAVSUP P-4107, Master Repairable Item List (MRIL), for turn-in instructions.
- Shelf Life—Items determined by the inventory manager to be deteriorative in nature.
- Physical Security Code Item—refer to OPNAVINST 5510.1C for special handling instructions. (other than unclassified SCC "U" items.)
- Hazardous Items-Refer to DOD 6050.5L and LR, HMIS, for labeling and storage requirements.

The codes and definitions for data printed in the LIRSH are listed in the NAVSUP P-4000.

MASTER REPAIRABLE ITEM LIST (MRIL)

The MRIL is a catalog of Navy-managed repairable items. The primary purpose of the MRIL is to provide fleet activities the data required for disposition of NRFI (Not Ready for Issue) repairables, including repair level data, shipping data, or, when applicable, local disposal instructions. In addition, other selected management data is provided. The MRIL is with the instructions listed below. When preparing repairable for retrograde shipment for:

- SHIPS—follow the instructions for documentation, marking, tagging and transfer/shipment found in NAVSUP P-485. Guidance for protecting and packaging repairables for shipment is found in NAVSUP P-484.
- STRATEGIC SYSTEMS PROJECT OFFICE COGNIZANCE MATERIAL—This includes Cognizance Codes 6A, 6H, 8H, 2P, 4P, 6P, 8P, 2X, 4X, 6X, and 8X. FLEET Ballistic Missile (FBM) activities will process FBM repairable in accordance with the FBM Master Repair List (MRL) as specified in SPCCINST 4423.39 series. These are the FBM Weapon System Repairable Program Requirements and Procedures. Non-FBM activities should prepare invoices and ship these materials in accordance with the instructions contained in the MRIL.

References to applicable instructions for shore activities and foreign governments when preparing repairables for retrograde shipment are contained in the NAVSUP P-4000.

The MRIL is divided into two parts:

Part I—Listing of Items: Contains NSNs and NICNs of repairable items, and aircraft engine type/mode/series identifiers, and information needed to make repair/turn-in determinations on repairable and aircraft engines. Items in this part are listed in the following sequence: (1) NICNs in NIIN sequence, (2) NSNs in NIIN sequence, and (3) engine models in alphanumeric sequence. (See figure 4-7.)

Part II—Shipping Addresses: Contains addresses of designated overhaul points (DOPs) including contractors, and other indicated destination for all items listed in Part 1. Addressees are listed in shipping code sequence. (See figure 4-8.)

How to Use the MRIL

IF THE NATIONAL STOCK NUMBER IS NOT KNOWN. Look up the part number/reference number In the MCRL.If part number appears more than once, refer to CAGE (using Cataloging Handbook H4-2) to determine the manufacturer. Once the right part number has been found, the NIIN can be determined. Using the NIIN, refer to Part I for shipping instructions.

PART I—LISTING OF ITEMS

LONG SUPPLY IND.	SCHED REMOVAL COMP CARD CODE	COG SYMBOL/ MAT'L CONTROL CODE		NATIONAL STOCK NUMBER/ NAVY ITEM CONTROL NUMBER	SPEC. MAT'L IDENT CODE	REPAIR LEVEL CODE	SECURITY CLASS	SHIPPING CODE	MOVEMENT PRIORITY DESIGNATOR	NOTES
L S I	S R C	C O G	M C C	NSN/NICN	SMIC	R L C	S E C	SHPG CODE	M P D	NOTES
•		7E	H	1325-LL-HDZ-0925		D	U	N00163	13	
	Y	2R	H	1560-00-076-4591	GT	I	U	W20203	13	WISSA
		2R	H	1630-00-085-2625	LC	I	U	W20243	13	DMISA
	Y	2R	H	6610-00-086-1632	FZ	I	U	N00207	13	HI-BURNER
		2R	E	5865-00-100-7298	FE	I	U	C20079	13	CLAMP
•		2R	H	5865-00-117-4136	BA	I	U	XX	13	
		7H	H	1010-00-381-0658		D	U	N00189	13	CTNR 7835002
		6A	Q	4935-00-412-5854		D	U	N00612	06	SEE SP4423.39 BLUESTRIPE
	Y	7H	E	1440-00-421-4388		D	U	N00109 N60701	03	FIRM ITEM REDSTRIPE

09NP0017

Figure 4-7.—Master Repairable Item List (MRIL), Part I.

PART II—SHIPPING ADDRESSES

SHIPPING CODE	SHIPPING INSTRUCTIONS	UNIT IDENTIFICATION CODE/FEDERAL SUPPLY CODE FOR MANUFACT.
SHIPPING CODE	SHIPPING INSTRUCTIONS	UIC/FSCM
C44100	SHIP TO: CDR DCASR NEW YORK C/O TREADWELL CORPORATION RAILROAD STREET THOMASTON, CONN 06787 SPECIAL MARKINGS: FOR OVERHAUL AND REPAIR ON CONTRACT N00104-71A-0174	Q81412

09NP0018

Figure 4-8.—Master Repairable Item List (MRIL), Part II.

IF THE NATIONAL STOCK NUMBER IS KNOWN. Refer directly to Part I for turn-in instructions.

USING PART I. Look over the entire line item entry noting such elements as Security Classification, and Notes. If the item has not been processed through art intermediate maintenance activity, note the repair maintenance code (RMC). If RMC is "O" (for Organizational) or "F," "G," "H," (for Intermediate), take action to attempt local or intermediate repair as appropriate. (NOTE: Make sure that replacement requisitions are not submitted until local or intermediate repair efforts have been exhausted.) If the "Shipping Code" column shows a six-character shipping code, refer to Part II for shipping document marking instructions. If the "Shipping Code" column shows one of the special two-digit codes, take action as indicated.

HAZARDOUS MATERIAL INFORMATION SYSTEM

The HMIS (DOD 6050.5L and LR) provides information to assist users who handle hazardous materials in the performance of their jobs to minimize the risk. There is a wide range of data in the HMIS related to safety, health, packaging, labeling, transportation, and disposal of hazardous materials. HMIS also provides labeling and packing requirments, shipment, storage, and handling safety precautions as well as other characteristics of the items listed. The listing is separated into three sections as follows:

- Trade Name/Product Identity Cress Reference
- Part Number Cross Reference (PN XREF)
- Specification Number Reference (SPEC XREF)

NOTE: The HMIS mentioned above is in microfiche format and consists of two versions, The DOD 6050.5L contains nonproprietary information and DOD 6050.5LR contains both nonproprietary and proprietary information. The HMIS is also produced in Compact Disk format.

AFLOAT SHOPPING GUIDE (ASG)

The Afloat Shopping Guide, (NAVSUP P-4400) is designed to assist you in identifying NSN items most frequently requested by ships. It includes:

- a detailed description of each item,
- a specific code to designate items carried by combat logistics forces (CLF) ships,
- the stock numbers of substitute items, if any, and
- the specifications for illustrations or diagrams of many types of material. Refer to figure 4-9 for a sample page from the ASG.

IDENTIFICATION LISTS (ILs)

ILs provide descriptive and illustrative data used to identify or select items of supply. Data is provided only for active, descriptive-type items of supply which have at least one recoded user.

ILs are consolidated publications used by all services. Some NSNs identified in the ILs are not listed in the ML-N.

ILs are published by Federal Supply Class/Federal supply Group. Each contains an introduction and specific instructions for its use.

Stock numbers for each IL are assigned by the Navy Publications and Forms Directorate, Philadelphia PA, and are included in the NAVSUP P-2002.

Each IL consists of at least two microfiche. The first fiche contains the:

- Catalog Identification frame
- Instructions for use
- Introduction
- Abbreviations
- Item Name Index

The second frame contains an NSN Index and the Identification Data consisting of Descriptive Method Items and Illustrations.

Each microfiche has an Index frame located in the lower right comer of the microfiche (frame 01 8). This frame will show the first NSN or Item Name on each frame of the microfiche. For the NSN Index, frame 018 will show the first NSN on each frame and for the Descriptive Section, the first Item Name.

Each microfiche is by identified by a title printed across the top of the microfiche that can be used without a reader.

Distribution of ILs to afloat units, except for petroleum, medical, and subsistence items is restricted to load carrying ships and aircraft carriers. Requests *from* other ship classes for ILs excluded as above must be submitted via the appropriate type commander via SPCC.

NAVY ITEM CONTROL NUMBER TO NATIONAL ITEM IDENTIFICATION NUMBER, (NICN to NIIN)

The NICN to NIIN file is designed as a cross-reference to assist in the identification of those NICNs that which have assigned NSNs. This publication is distributed on microfiche only and sequenced by the last nine digits of the NICN as shown in figure 4-10.

NICNs are not included in the Navy Management Data File (NMDF) nor in the Management List-Navy (ML-N). However, a separate history file containing NICN to NIIN cross-reference is maintained at SPCC.

09NP0019

Specification Data--MIL-R-94

TYPE	TAPER	WATTS	BUSHING SIZE	SHAFT DIA.	BODY DIM.	FIG
RV2	A	1	3/8-32	1/4	.64 x .42	1
RV2	C	1/2	3/8-32	1/4	.64 x .42	1
RV4	A	2	3/8-32	1/4	.90 x .45	1
RV4	C, F	1	3/8-32	1/4	.90 x .45	1
RV5	A	1/2	1/4-32	1/8	.75 x .37	1
RV6	A	1/2	1/4-32	1/8	.50 x .37	2
RV6	C, F	1/4	1/4-32	1/8	.50 x .37	2

1 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type
00-815-5498	10K	RV2LAYSA 103A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV2N
00-835-8870	1.5K	AYSD152A
00-577-6803	10K	AYSD103A
00-964-6059*	10K	BYSD103A
00-853-0798	100K	AYSD104A

*With SPST switch.

2 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-681-8688	50	500A
00-503-5984	100	101A
00-503-6218	250	251A
00-539-4897	500	501A
00-646-5958	1K	102A
00-539-2567	2.5K	252A
00-539-2479	5K	502A
00-518-5595	10K	103A
00-501-7314	25K	253A
00-501-5184	50K	503A
00-665-4992	100K	104A
00-552-2093	250K	254A
00-518-5593	500K	504A
00-518-5609	1MEG	105A
00-552-5487	5MEG	505A

Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSD
00-577-3717	2.5K	252A
00-577-3645	25K	253A
00-556-3042	100K	104A
00-023-7931	1MEG	105A

Standard bushing, 1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSB
00-542-8046	1K	102A
00-646-5957	10K	103A
00-646-5981	25K	253A
00-643-6284	50K	503A
00-542-8048	100K	104A
00-542-8051	1MEG	105A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4NAYSD
00-556-3041	100	101A
00-552-2859	500	501A
00-552-5478	1K	102A
00-577-9976*	1K	
00-539-5013	2.5K	252A
00-643-5626	5K	502A
00-578-4471	7.5K	752A
00-556-3350	10K	103A
00-552-5479	15K	153A
00-539-1559	25K	253A
00-539-4900	50K	503A
00-644-6693	100K	104A
00-552-5476	250K	254A
00-893-9499	500K	504A
00-501-7307	1.5MEG	155A
00-655-3312	2MEG	205A

*With SPST switch, MIL Spec type RV4NBYSD102A.

Standard bushing, 1-1/4 in. lg shaft.

	Ohms	Mil Type RV4NAYSG
00-811-1750	2.5K	252A

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSK
00-539-4999	100	101A
00-539-2568	250	251A
00-557-4637	500	501A
00-500-7588	1K	102A
00-542-8724	2.5K	252A
00-666-1036	5K	502A
00-665-5095	10K	103A
00-581-2846*	10K	
00-500-7879	25K	253A
00-542-8744	50K	503A
00-339-4576	100K	104A
00-539-4578	250K	254A
00-539-4998	500K	504A
00-552-2254	1MEG	105A

*With SPST switch, MIL Spec type RV4NBYSK103A

C TAPER

1/4 WATT

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV5NAYSD
00-802-7951	5K	502C

	Ohms	Mil Type RV6NAYSD
00-851-5648	5K	502C
00-954-4038	10K	103C

1 WATT

Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-578-9051	1MEG	105C

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4NAYSD
00-681-6172	500	501C
00-552-3480	10K	103C

Standard bushing, 7/8 in. lg. (Shaft and panel sealed.)

	Ohms	Mil Type RV4SAYSD
00-542-9406	500	501C

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSK
00-553-9970	2.5K	252C
00-578-4134	50K	503C

F TAPER

1/4 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV6LAYSA
00-752-3377	50K	503E

1 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-683-5996	10K	103E

INDUSTRIAL TYPE. A taper. Fully inclosed body with 1/4 in. diameter slotted shaft and mounted by a 3/8 - 32 thread bushing.

Single section

2-1/4 Watt at 70 deg C, body dimension. 11/16 in. lg x 1-5/32 in. diameter, 1-7/16 in. lg shaft, panel sealed bushing, 3 solder lug terminals.

00-482-4992	350 OHMS	10% tol

3 Sections

2 Watt at 70 deg C, body dimension. 1-29/32 in. lg x 1-5/32 in. diameter, 5/8 in. lg shaft, 9 solder lug terminals.

00-264-7818	2.5 meg, 2.5 meg, 20%, 25K, 10%

Figure 4-9.—Page from the Afloat Shopping Guide, (ASG).

NICN	CNC	NIIN	COG	FSC
LLHD59889	MA	008912963	9C	2920

Figure 4-10.—Navy Item Control Number to National Item Identification Number, (NICN to NIIN).

OTHER AIDS IN IDENTIFICATION

In addition to the ML-N and related publications, other aids and sources are available to assist you in identifying a requirement. These are discussed below.

Department of Defense Sections of the Federal Supply Catalog

DOD sections of the *Federal Supply Catalog* are published by defense supply centers for use by the military services. Each DOD section contains items in the FSC groups and classes assigned to a particular Defense Supply Center. Also contained is identification, price, and management data for each item. DOD sections of the *Federal Supply Catalog* are listed in the Navy Stock List of Publications and Forms, Cognizance Symbol I, Section 1.

GSA Supply Catalogs

GSA Supply Catalog Series consists of a guide and four commodity catalogs, identified as follows:

The guide section contains consolidated alphabetical and NSN indexes for the items listed in the four commodity catalogs. It directs the user to the catalog that contains the listing of the item sought. There is also detailed information about the Federal Supply System (FSS) Stock program and requisitioning procedures.

The tools catalog contains listings of common and special-use tools. It includes many of the tools listed in earlier GSA catalogs and has alphabetical and numerical indexes and a price list.

The office products catalog lists a wide variety of items for office use, including paper supplies, forms, and equipment. It, too, has alphabetical and numerical indexes and a price list.

The industrial products catalog lists a broad range of items. They include hardware, paints, adhesives, chemicals, machinery, building materials, and cleaning equipment and supplies. It has alphabetical and numerical indexes and a price list.

The furniture catalog is a single source of information for all furniture items presently stocked by FSS. It should be used as sole guide for selecting furniture and related items.

GSA supply publications are prepared for civilian agencies. Before processing requisitions for GSA items, fleet units should refer to the ILs or ML-N for supply management data.

Commercial and Government Entity

The Commercial and Government Entity (CAGE) is a five-position, numeric code. These codes are assigned to manufacture or commercial firms who maintain design control for items of supply procured and cataloged for federal agencies. Although the basic purpose of the system is to identify manufacturing organizations, it also includes special nonmanufacturing organizations, primarily to facilitate the processing of Federal Catalog data.

The CAGE coding system is used in machine accounting operations related to support management programs, such as cataloging and standardization. The SK uses the CAGE in conjunction with the MCRL. When using the MCRL to determine an NIIN, you often find the same reference number listed more than once with each having a different NIIN. For accurate item identification, it is necessary to select the NIIN from the MCRL showing the CAGE for the company that made the needed part.

The CAGE is published on microfiche in three parts as follows:

H4-1—Name to Code (in name sequence)

H4-2—Code to Name (in numeric sequence)

H4-3—NATO Supply Code for Manufacturers (excluding USA and Canada)

The Commercial Government and Entity is published in two parts as follows:

H8-1—Name to Code (in name sequence)

H8-2—Code to Name (in numeric sequence)

Navy Stock List of Publications and Forms

The *Navy Stock List of Publications and Forms* (NAVSUPP-2002), commonly referred to as the "I Cog Catalog." It is published on microfiche and consists of three sections as follows:

Section I—Alphabetic/Numeric Listing of Form, Publication, Hull, Electronic Model Numbers, and Standard Subject Identification Cede for Cog 11 Forms.

Section II—Alphabetic Listing of Publications and Forms by Title/Nomenclature.

Section III—Numerical Listing of Publications and Forms by Stock Number followed by NAVAIRSYSCOM Technical Directives (by type and directive number). Publications and forms are sequenced together.

Microfiche editions are issued quarterly. Each edition reflects current Cog II Publications and Forms. Section I and Section III reflect information such as Canceled, No Superseding Item, Superceded By, and Replaced By.

The *Introduction to the Navy Stock List of Publications and Forms* provides detailed information about the columnar arrangement of the stock list. It also has the instructions needed to requisition publications and forms.

Manufacturers' Instruction Books

Equipment purchased by the Navy has instruction books or technical manuals from the manufacturer. NAVSEA assigns publication numbers to these books so they can be ordered through the supply system. They are used by operating and maintenance personnel to help them obtain top perform ante from the equipment. They include parts lists and detailed drawings and specifications. You will use them often to help you accurately identify repair parts that must be adressed.

Figure 4-11 is an example of a parts list for a laundry tumbler. It was manufactured by American Laundry Machinery Industries of Cincinnati Ohio. The CAGE for this company is 02432. If you were looking up the NSN for a new front cylinder bearing #6207 in the MCRL, you would find several entries for that part number. However, none show an CAGE of 02432. Now, take another look at figure 4-11, and you will see the initials "SKF" following "cylinder bearing." This shows that:

1. The tumbler was manufactured by American Laundry.
2. The bearings were manufactured by SKF Industries the part number is #6207.
3. The CAGE for SKF Industries is 52676. You will find that part number SKF6207 with an CAGE of 52676, crosses to NIIN 00-516-5490 in the MCRL.

Also, note that the tumbler belt was manufactured by Browning and a Browning part number is used. So when using the MCRL, be sure you are looking for the right part number with an CAGE for the company that retie the part.

The drawings and specifications will sometimes help you find a substitute for a needed repair part using the catalog identification lists.

Assistance from Technical Ratings

Never overlook the assistance available from people in the technical ratings, and do not hesitate to ask for help when an identification problem has you stumped.

You are not required to know symbols or value codes that are used on electronic parts, but technicians in the electronic ratings should. It is not your job to determine if a tolerance of .005 is permissible for a bearing, or if that bearing requires grease meeting specification MIL-G-7187 or VV-G-671.

Your job is to use the information provided by customers so you can translate their requirements into the right NSN. When you need more information or are in doubt about the NSN, ask the expert. It is better to ask and be sure than to guess and be wrong.

Assistance Ashore

When your efforts to find the NSN for a part have failed, there are still sources of assistance available to help. Supply centers and the supply departments of naval stations and shipyards have technical sections that can usually provide an NSN if there is one. You should not depend on them to do your work, but they are available to assist when needed.

ALLOWANCE LISTS

Allowance lists specify the type and quantity of equipment, equipage, repair parts, and supporting materials that a ship in commission is required to carry on board.

COSAL

The Coordinated Shipboard Allowance List (COSAL) is the most used allowance list for determining repair part NSNs. It contains items authorized and recommended quantities that should be on hand and provides descriptive data which associate a material requirement to an NSN. The use of the COSAL is described in SPCCINST. 4441.170A.

AVCAL

The Aviation Consolidated Allowance List (AVCAL) contains a list of items authorized that should be on hand to support aviation equipment.

DATE 30 June –

MFRS. MASTER PLAN NUMBER 2218-MP-2 Rev. A BUREAU NUMBER None Assigned

NAMES AND NUMBERS OF VESSELS See Sheet No. 1

APPLICATION Shipboard Laundry APPLIANCE 37"x30" Drying Tumbler

NAVY CONTRACT OR SHIPBUILDERS ORDER NUMBER See Sheet No. 1

MANUFACTURER AMERICAN LAUNDRY MACHINERY IND., Cincinnati 12, Ohio

ITEM NO.	NUMBER OF SETS	NUMBER PER SET	NAME OF PART OR TOOL	MANUFACTURER'S DATA			
				PART NUMBER	DRAWING	PC.	
1	1	1	"V"-Belt, Browning	5L490	2218-MP-2	70	
2	1	1	Roller Chain, mer. Std. #40 ½" Pitch, 73" Long	Commercial	"	71	
3	1	2	Cylinder Bearing, SKF (1 each-front & rear)	#6207	"	11	
				#6208	"	13	
4	1	1	Brush for Cleaning Heater Fins	Commercial	"		

FOR
37" x 30" Tumbler Dryer
440 Volts, 60 Cycles, 3 Phase, AC

LEGEND

WHEN REORDERING ALWAYS INCLUDE
1 - COMPLETE NAME PLATE DATA INCLUDING SERIAL NO.
2 - MFG. AND BUREAU PLAN NO.
3 - MFG. PART NO.
4 - THIS DRAWING NO.

DRAWING NUMBER
2218-CD-3 Rev. C

BUREAU DRAWING NUMBER
DLG 16-609-1,845,458 Rev. C

SHEET 2 OF 5 09NP0020

Figure 4-11—Parts list page from NAVSEA Technical Manual.

LOAD LISTS

Load lists reflect the range and depth of material carried by Combat Logistics Forces (CLF) ships (including tenders and repair ships), or bases. They, like allowance lists, provide descriptive data that associates a material requirement to an NSN. The use of load lists is described in the NAVSUPP-485.

Instructions for locating Stock/ReferenceNumbers in the Microfiche Editions of Supply Catalogs, Information on the ML-N and other dated publications is covered in chapter 3 of this manual.

CHAPTER 5

PROCUREMENT

Procurement is the act of obtaining materials or services. In the Navy, it is a tremendous undertaking. Think for a moment about the size of our modem Navy and the enormous quantities of materials essential for its operation. Just as a gun without ammunition cannot perform its intended job, ships cannot be effective fighting units unless they have the materials required to support and sustain them.

Material may be procured by requisition or purchase. Requisitions are most frequently used, but procurement of nonstandard material and emergency requirements is usually accomplished by purchases.

You will play an important role in the procurement of material for your ship. You must know what material is authorized, where it is obtained, the forms used in procurement, and how to prepare them.

This chapter presents the general responsibility for procurement and the methods normally used afloat.

RESPONSIBILITY FOR PROCUREMENT

Supply officers are responsible for procuring all equipment and supplies used by the ship. This does not include medical stems, ammunition, Marine Corps stems, and those materials aromatically furnished to ships.

Supply officers procure replenishment material for supply department stocks on their own initiative. They also procure supplies for other departments when they are within the ship's allowance. When procuring technical materials, supply officers consult with other department heads to ensure that the materials meet desired specifications.

Many materials, equipments, and supplies used aboard ship are not stocked in supply storerooms but are ordered to meet a specific requirement of one of the ship's departments. This material is ordered for "direct turnover" (DTO) to the requestor when received.

The procurement of medical stores, ammunition, and Marine Corps stems is the responsibility of other departments. Some material will be received aboard ship without any procurement action by the supply department. These materials are usually new items of equipment or equipage that are automatically furnished to ships as replacements for obsolete items.

While procurement is the responsibility of the supply officer, the actual job of preparing documents will normally be assigned to SKs. You maybe assigned to perform one or more specific tasks relating to procurement. The supply officer will rely on you to perform your job properly.

DETERMINATION OF REQUIREMENTS

The supply officer is responsible for maintaining stocks to meet probable demands within the limits established by operation plans. This includes; general stores, subsistence items, ship's stem and clothing stocks. The supply officer, with other supply personnel, must be able to accurately determine the requirements for these items.

When repair parts are in the custody of supply officers, they are responsible for requisitioning replacements for those that has been issued. When department heads have custody of repair parts, they are responsible for notifying the supply officer each time a repair part is taken from stock. The supply officer then requisitions a replenishment repair part.

Special Requirements

Other departments may require special material or an item in a greater quantity than is usually stocked in the storeroom. For example, the engineering officer plans to re-brick a boiler, and you do not carry firebrick in the storeroom. It is the engineering officer's responsibility to inform the supply officer of the special Requirement.

Responsibilities of Storekeepers

Supply officers rely on SKs to prepare procurement documents. SKs usually determine routine requirements and inform their supply officers about requirements requiring their judgment and decision. This is not the sole job of one SK, all SKs share in this responsibility regardless of rate or where they work. Briefly stated below are some of the ways that SKs may fulfill their advisory functions.

SUPPLY SUPPORT CENTER.— Not all advice from other departments will come from the head of the department. In the Supply Support Center, the SK has constant contact with maintenance personnel from all departments. Their knowledge of requirements helps the supply officer to detect errors in repair parts allowances.

STOREROOM STOREKEEPER.— By knowing your storeroom and stock particularly in bulky or fast-moving items you maybe able to restow stock to provide space for additional material. You also will be able to tell which items are not moving and may be excess and spot obvious errors in issue and receipt quantities.

STOCK RECORDS STOREKEEPER.— By being able to interpret the data reflected in stock record cards, you can advise the supply officer of items requiring a review of the high and low limits because of increased or decreased usage.

ORDERING STOREKEEPER.— Be alert for errors in the data elements of a request for either stock replenishment or DTO orders.

FACTORS IN DETERMINING REQUIREMENTS

Before you can determine types and quantities of items to be carried, you must establish a desired endurance level for general categories of material. Endurance is defined as the period of time required for a ship to use a definite quantity of supplies. The first consideration in establishing endurance is the availability of storeroom space and its allocation among the different types of stem. Then convert the space to the number of days that the ship can be maintained by capacity loading. The supply officer will normally try to equalize the endurance of the various types of stores. NAVSUP P-485 provides up-to-date endurance charts for specified periods of time. The following paragraphs discuss other factors.

Available Space

The amount of storage space available for an item is an obvious limiting factor. You cannot stow 100 cubic feet of material in a 50-cubic foot space. For this reason, bulky items may have to be carried in a quantity less than the desired level and reordered more frequently. Highly perishable items may also be stocked at a lower level to keep deterioration to a minimum. On the other hand, items of low cost and low bulk may be carried at a higher level to reduce the time spent in ordering and stowing.

Ship's Experience

The most accurate guide in determining your ship's requirements is the experience shown in its stock records. This tells you a usage factor that can be projected to future usage by either of the following methods or by a combination of the two. To compute 3 months' endurance:

Fast-moving items-multiply past month's usage by three.

Slow-moving items-divide past 6 months' usage by two.

Usage information is also found in the Frequency and Demand Listing, received as a result of the supply overhaul Integrated Logistics Overhaul (ILO).

It is only when there is no usage that the additional aids discussed below must be died on to determine the requirements for an item.

Allowance Lists

Allowance Lists, Initial Outfitting Lists, and Usage Data Tables are prepared to help supply officers determine stock requirements. They are usually provided for new or recommissioned ships. Since these ships have no prior usage to rely on, these lists and tables will be most helpful to the supply officer in determining supply requirements. These lists control the type and quantity of equipage and are guides for determining the supply requirements. Allowance Lists as used here do not include the Coordinated Shipboard Allowance List SNSL-SRI or Integrated Stock List-Storeroom Item (ISL-SRI) for repair parts.

Advice of Other Departments

The supply department uses only a small part of the material stocked in the storerooms. Since other departments are your biggest customers, they will frequently advise you of requirements for material which are above normal. With this advance notification, supply officers can temporarily increase the stock level to meet the demand. They may also advise you of material, which has been used in the past, is no longer required. Thus, the requirement for this item can be deleted and prevent having dead stock in the storeroom.

Ship's Operation

Operating factors may make it necessary to review stock records and reevaluate the requirements for some or all items stocked. These factors are:

- expected length of cruise
- type of operation (combat or training)
- expected climate during the operation
- supply support that will be available

If the expected length of a cruise is less than the normal endurance load, then no major adjustment is necessary. However, if the operation is expected to last longer, review fast-moving and essential items to determine if there are increased requirements.

If the ship has been operating in a hot or temperate climate for an extended period of time and then scheduled for deployment to the arctic, a rewiew of materials required for cold weather operations is advisable.

A major factor of concern to the supply officer, when the ship is scheduled for deployment, is the supply support during the cruise. Will the ship be steaming independently? Will it be in company of similar ships? Will it obtain material from mobile logistics support ships or ashore activities? All of these questions must be answered before the supply officer can accurately determine the ship's requirements. This information is usually provided in the operation orders.

ROUTINE REQUIREMENTS

A ship's requirements usually will fall under the heading of "routine requirements." The factors discussed in the preceding paragraphs apply to new ships and special circumstances. When applicable, they must be considered in determining the ships' requirements The requirement for an item is initially established when the ship is commissioned or when it is first stocked. The requirement is validated at each supply overhaul.

Routine requirements are of two types: (1) stock replenishment— to replace material issued from your storerooms, and (2) direct turnover (DTO)— material not carried in your storerooms ordered as a result of a verified requirement from another department. When received it directly turned over to the requesting department

Stock replenishment requirements normally are identified by the stock records Storekeeper when posting issues to the stock record cards.

NOTE: On ships without Supply Corps Officers, heads of departments are responsible to determine their requirements for general stems and requesting that the supply office prepare a DTO requisition.

Each time a repair part is used, a request should be submitted to the supply office so that a replacement can be requisitioned. Many of the factors discussed above must be considered by heads of departments in determining their requirements.

SOURCE OF SUPPLY

The material required to support your ship is normally procured through the supply system. Emergency procurement may be by transfer from another ship or by purchase on the open market. Operation orders and instructions specify the sources of supply.

WITHIN THE UNITED STATES

When your ship is home-ported in the United States support normally is obtained from the nearest supply supped activity or fleet industrial supply center.

They either furnish the material or pass the requisition to the appropriate activity for action. The supply department of a naval shipyard or other ashore activity may issue maintenance items to ships while at that activity. Requisitions for major stock replenishment should be submitted to the established supply support activity. Fleet commands may also use Combat Logistics Forces (CLF) ships to support other ships when desirable.

OVERSEAS

Ships in overseas waters are supplied by combat logistics forces (CLF) units or overseas bases as specified in their operation oders and instructions. CLF supply support is normally by underway replenishment. Procedures for obtaining CLF support are found in the various fleet requisitioning guides. Local commands and operating conditions determine if the underway replenishment is to be by conventional replenishment (CONREP) ship alongside, vertical replenishment (VERTREP) helicopter, or both.

The Fleet Issue Requirements List (FIRL) projects the material requirements for resupply support of all

deployed forces of the Atlantic and Pacific Fleets. It is based on actual usage factors for those items most commonly requested by fleet units. Also for a limited number of additional items included for support of CNO-approved weapons systems and equipments. As set forth by the CNO, the FIRL is computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90-day period. FIRL material is positioned primarily at selected stock points.

The Consolidated Afloat Requisitioning Guide Overseas (CARGO) is tailored for use by afloat requisitioners when requisitioning material, except ammunition, from CLF. Content, requisitioning procedures, explanation of tables and required reports are found in each chapter of the CARGO. Each CARGO consists of four chapters as follows:

- Supply Sources and Requisitioning Instructions
- Ship's Stem Afloat Requisitioning Load List and Shopping Guide
- Subsistence Requisitioning Tables
- Fleet Issue Load List (FILL) for Equipment-Related and Consumable Material Carried by the AFS (Combat Stem Ship)

The Tender and Repair Ship Load List (TARSLL) is a load list that has the items carried by tenders and repair ships. TARSLLs include the following categories of items:

- Equipment-related items required by an industrial ship to repair or alter equipments/components installed in the supported ships.
- Industrial-related items required for the direct support of shops and industrial services, provided by tender or repair ship.

In addition, the Submarine Tender (AS) TARSLL includes items of resupply required to support submarines.

Other ships may be able to satisfy emergency requirements when no other source of supply is available.

PURCHASE

The supply officer has the authority to purchase items and services that are not available in, or carried by the supply system. These purchases maybe made in the United States or foreign countries.

In the United States, most purchases are made through supply departments or supply support activities ashore.

In foreign ports, local commands may issue guidelines and restrictions pertaining to procurement by local purchase. For an indepth study of purchasing procedures followed by afloat activities, refer to NAVSUP P-485.

NOTE: On ships without Supply Corps officers, the commanding officer is authorized to make local purchases under the same circumstances as a Supply Corps officer.

REQUISITIONING

A requisition is an order from an activity requesting material or services from another. The most common method of requisitioning is by printed forms designed to provide the information needed for the physical transfer of the material and accounting requirements.

TYPES OF REQUISITIONS

Most requisitions will be for "not-in-excess" material, but there will be occasions when "in-excess" material is required.

Not-In-Excess Requisitions

Requisitions for the following are considered not-in-excess

- Equipage on a ship's allowance list needed to bring the amount on hand and on order up to full allowance.
- Consumable supplies listed in the Navy Stock Lists, or applicable allowance lists, or other consumable supplies except nonstandard items.
- Repair parts listed in ship's allowances for which a requirement can be justified above the quantity fixed by the allowance.
- Repairable listed in an authorized allowance to bring on board the quantity authorized. Also to replace a repairable shipped to the designated repair facility. Requisitions to replace repairables will be on a one-for-one exchange basis. Requisitions for repairables that exceed a ship's allowance and requirements must be approved by the inventory manager.
- Material other than consumable supplies required for immediate expenditure.

- Services which cannot be accomplished by ship's force.

Not-in-excess requisitions are submitted directly to the supply activity.

In-Excess Requisitions

Requisitions for the following are considered in-excess

- Controlled equipage not on the ship's allowance list.
- Controlled equipage on the allowance list but in greater quantities than allowed.
- Nonstandard consumable supplies when similar items are available in the supply system.
- Repair parts not listed in ships' allowances for which a requirement cannot be justified.

In-excess requisitions are prepared in the same way as other requisitions. However they are first submitted, under a letter of transmittal via the chain of command, to higher authority for approval. The supply officer is responsible for submitting these requisitions to higher authority for this approval.

Repairable may not be stocked in quantities in excess of the authorized allowance. Therefore, no in-ecess requisitions may be submitted for repairables.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) is used to order material from the following:

- Military installations
- Defense Logistics Agency
- General Services Administration

The paragraph entitled MATERIAL EXCLUDED lists materials not ordered by these procedures.

MILSTRIP REQUISITIONING FORMS

MILSTRIP requisitioning is the use of a coded, single line item document for each supply transition. One of the following documents could be used for MILSTRIP requisitioning:

- DOD Single Line Item Requisition System Document (manual) (DD Form 1348)
- Single Line Item Consumption/Requisition Document (manual) (NAVSUP Form 1250-1)
- DOD Single Line Item Requisition System Document (mechanical) (DD Form 1348m)
- Non-NSN Requisition (manual) (DD Form 1348-6)

For a detailed description of these forms and their use, refer to NAVSUP P-485.

MATERIAL EXCLUDED

The following types of materials are excluded from MILSTRIP. They will be requisitioned by DD Form 1149 unless otherwise indicated:

- Ship's propulsion fuel and bulk lubricants
- Cognizance symbol I material not assigned a 13-character Navy item control number(NICN). This includes standardization documents and departmental letter-type directives
- Material controlled by the Navy Oceanographic Office
- Cognizance symbol "OK" library materials controlled by the Chief of Naval Education and Training (CNET). They are requisitioned by letter in accordance with the *Naval General Library Manual*
- Industrial plant equipment is requisitioned using DOD Production Equipment Requisition/ Nonavailability Certificate (DD Form 1419)
- Communications security equipment, communication security aids (keying material). All items, including components, individual elements, and repair parts, which are classified and designated crypto and handled through crypto channels. Use of the DD Form 1149 is not appropriate for items for which other procurement methods are prescribed in the *Registered Publication Systems Manual 4* (RPS4)
- Nuclear ordnance items designated by the Defense Atomic Support Agency for item serial number control
- Presentation silver

DEFINITIONS OF TERMS USED IN MILSTRIP

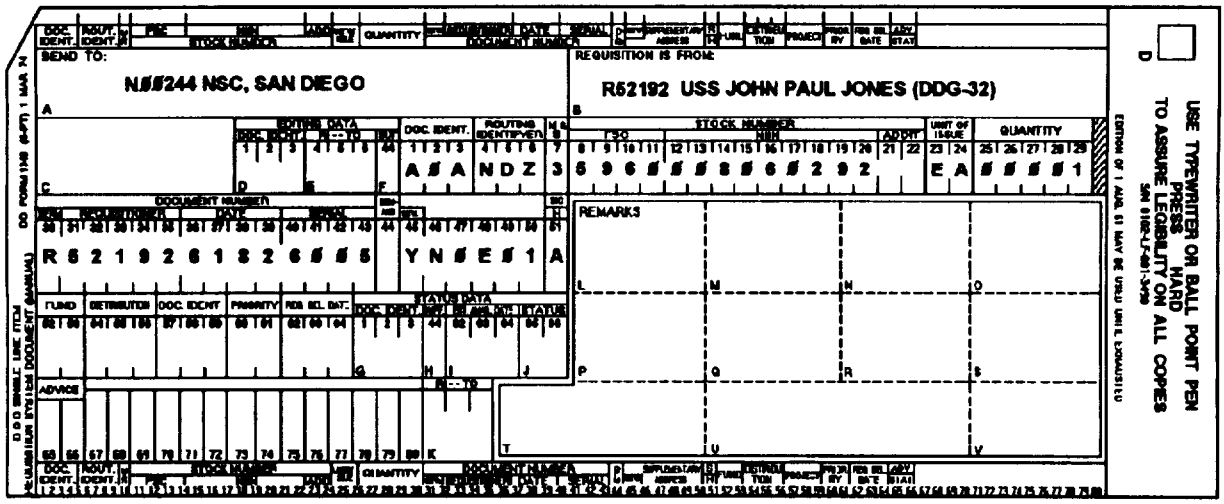
You should know the terms used in MILSTRIP. Refer to the NAVSUP P-485 for definition and explanation for the terms associated with MILSTRIP.

PREPARATION OF A MILSTRIP REQUISITION

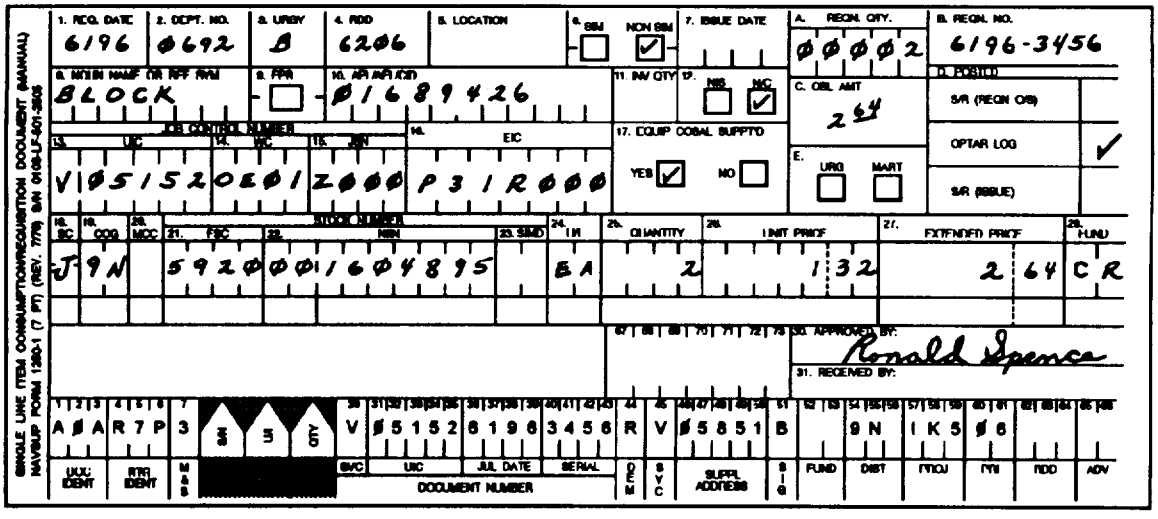
MILSTRIP relies upon coded data for processing Requisitions with automatic data processing equipment. Whether a DD Form 1348 or NAVSUP Form 1250-1 is the prescribed requisitioning document (see figure 5-1 for example) care must be taken in selecting and entering coded data elements.

When preparing a DD Form 1348, or in a NAVSUP Form 1250-1 requisition material the following general rules apply to nonautomated ships without card facilities

- Enter data by ballpoint pen or typewriter.
- It is recommended, that data in a DD Form 1348 or NAVSUP Form 1250-1 be entered within the "tic" marks in the form. However, it is mandatory that entries be included within the data fields to which they pertain.
- To eliminate confusion between the number zero and the letter "O," use a slashed zero.



DD FORM 1348 DOD SINGLE LINE ITEM REQUISTION SYSTEM DOCUMENT
(Manual)



NAVSUP FORM 1250 - 1 SINGLE LINE ITEM CONSUMPTION - REQUISITION DOCUMENT
(MANUAL)

RRNP0147

Figure 5-1.-Example of MIISTRIP requisition documents.

DATA ENTRIES

Data entries in the DD Form 1348 and the NAVSUP Form 1250-1 must be made in accordance with the instructions found in the NAVSUP P-485.

DISTRIBUTION OF DD FORM 1348 AND NAVSUP FORM 1250-1

When prepared as a requisition, the DD Form 1348 and the NAVSUP Form 1250-1 must be distributed as required by NAVSUP P-485.

PREPARATION OF THE DD FORM 1348-6

The DD Form 1348-6 is used to requisition material which cannot be identified by a national stock number (NSN), a NATO stock number, or an NICN (other than a permanent "IL" coded NICN). The form consists of two sections. The upper section includes essentially the same data elements as those in a D\DD Form 1348. The lower section includes 10 data blocks for additional identification data. The general rules used in preparation of a DD Form 1348 also apply to the preparation of a DD Form 1348-6. (Since the supply some must process a DD Form 1348-6 "off line," which usually delays material delivery, every effort should be made to cross part numbered items to NSN items so that the material can be requisitioned by DD Form 1348/1348 m). See the NAVSUP P-485 for required entries and codes. Figure 5-2 is an example of a Non-NSN Requisition (DD Form 134845).

NORS REQUISITIONS

A Not Operationally Ready-Supply (NORS) requisition is any requisition submitted for a casualty report (CASREPT) requirement or an anticipated CASREPT requirement (ANORS), as authorized in OPNAVINST 4614.1. (See figure 5-3.)

A NORS requisition will be prepared in the sane format as that described for a MILSTRIP requisition. Specific data entries required in a NORS requisition are described in NAVSUP P-485.

MESSAGE REQUISITIONS

In certain situation material requirements dictate the need for procurement by message instead of standard requisition documents. MILSTRIP is designed to permit transmission and receipt of requisitions by electrical communications, mail, telephone and courier. To assure responsive and expeditious processing, the media of communication used must be consistent with, and subject to, the limitations for use of media and status codes found in the NAVSUP P-485. The media to be used and the norm al order of preference of use of each media is also found in the NAVSUP P-485.

When a message requisition is prepared, a DD Form 1348, NAVSUP Form 1250-1, or DD Form 1348-6 is prepared for each item requested in the message. The original of each DD Form 1348 or 1348-6, or the original and white copy of a NAVSUP Form 1250-1, will be discarded and the remaining copies distributed in accordance with the NAVSUP P-485.

During periods of restricted communication (i.e., when "MINIMIZE" is imposed) data pattern messages, formatted Defense Automatic Addressing System (DAAS) messages, and narrative messages will be submitted only for priorities 01-08 requirements.

MILSTRIP MESSAGES TO BE SUBMITTED VIA DEFENSE AUTOMATIC ADDRESSING SYSTEM

DAAS is a "real time" random access digital computer system. It uses the Automatic Digital Network (AUTODIN) switching centers of the Defense Communications System to receive and retransmit MILSTRIP messages to the addressees. An input message to DAAS may include multiple requisitions, followups, requisition modifiers, cancellation requests, etc., provided that each document included in the message is limited to 66 card columns of data. All retransmittals are accomplished via AUTODIN which automatically provides the addressesee with a punched card (or magnetic tape image) for each document included in the originator's message. This precludes the necessity of any message handling or keypunch effort by the addressee. Figure 5-4 is an example of a message requisition prepared for transmittal via DAAS.

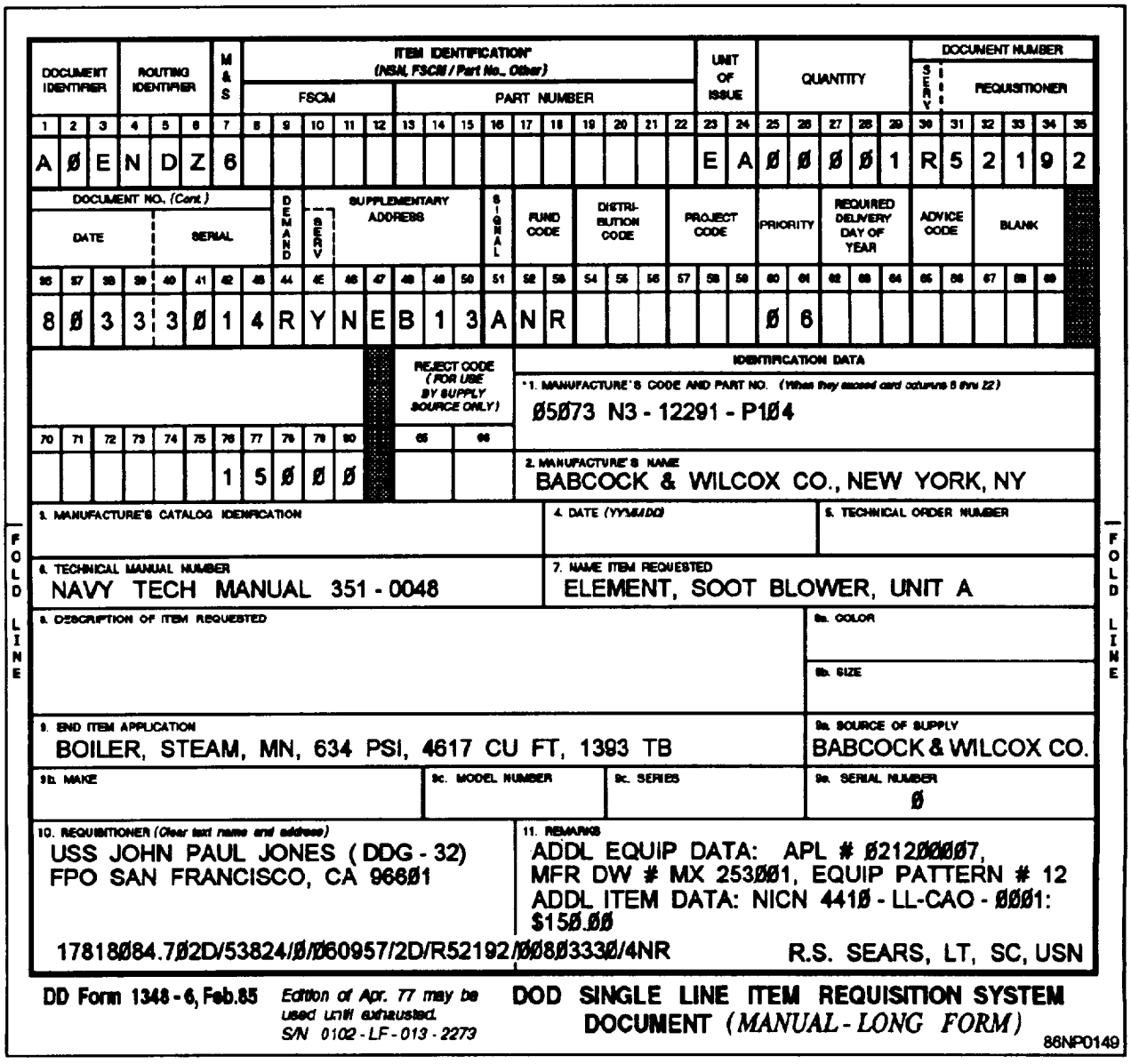
Requisitions Qualified for DAAS

When material is authorized to be requisitioned by message and when no exception data is required, message requisitions for NSN or NICN items will be prepared and submitted in accordance with the NAVSUP P-485.

MILSTRIP MESSAGES TO BE SUBMITTED DIRECT TO SUPPLY SOURCE

Message requisitions for non-NSN/NICN items or NSN/NICN items requiring exception data will be submitted direct to the supply source. These messages

NOTE: When information required to complete the data entries described in the preceding chart is not applicable or available, the respective data blocks will be left blank or will be completed to the extent that applicable information is available. Additionally, authorized signature and the complete line of accounting data (see NAVSUP P-3013) be entered in the DD Form 1348-6.


DOCUMENT IDENTIFIER
ROUTING IDENTIFIER
M & S
ITEM IDENTIFICATION (NSN, FSCM / Part No., Other)
FSCM
PART NUMBER
UNIT OF ISSUE
QUANTITY
DOCUMENT NUMBER
SUFFIX
REQUISITIONER
A Ø E N D Z 6
E A Ø Ø Ø Ø 1 R 5 2 1 9 2
DOCUMENT NO. (Cont.)
DATE
SERIAL
DEMAND
SUPPLEMENTARY ADDRESS
SIGNAL
FUND CODE
DISTRIBUTION CODE
PROJECT CODE
PRIORITY
REQUIRED DELIVERY DAY OF YEAR
ADVICE CODE
BLANK
8 Ø 3 3 3 Ø 1 4 R Y N E B 1 3 A N R Ø 6
REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)
IDENTIFICATION DATA
1. MANUFACTURE'S CODE AND PART NO. (When they exceed card columns 8 thru 22)
Ø5Ø73 N3 - 12291 - P1Ø4
2. MANUFACTURE'S NAME
1 5 Ø Ø Ø
BABCOCK & WILCOX CO., NEW YORK, NY
3. MANUFACTURE'S CATALOG IDENTIFICATION
4. DATE (YYMMDD)
5. TECHNICAL ORDER NUMBER
6. TECHNICAL MANUAL NUMBER
NAVY TECH MANUAL 351 - 0048
7. NAME ITEM REQUESTED
ELEMENT, SOOT BLOWER, UNIT A
8. DESCRIPTION OF ITEM REQUESTED
8a. COLOR
8b. SIZE
9. END ITEM APPLICATION
BOILER, STEAM, MN, 634 PSI, 4617 CU FT, 1393 TB
9a. SOURCE OF SUPPLY
BABCOCK & WILCOX CO.
9b. MAKE
9c. MODEL NUMBER
9d. SERIES
9e. SERIAL NUMBER
Ø
10. REQUISITIONER (Clear last name and address)
USS JOHN PAUL JONES (DDG - 32)
FPO SAN FRANCISCO, CA 966Ø1
11. REMARKS
ADDL EQUIP DATA: APL # Ø212ØØØØ7,
MFR DW # MX 253ØØ1, EQUIP PATTERN # 12
ADDL ITEM DATA: NICN 4410 - LL-CAO - ØØØ1:
$15Ø.ØØ
17818Ø84.7Ø2D/53824/Ø/Ø60957/2D/R52192/ØØ8Ø333Ø/4NR
R.S. SEARS, LT, SC, USN
FOLD LINE
FOLD LINE
DD Form 1348-6, Feb.85
Edition of Apr. 77 may be used until exhausted.
S/N 0102-LF-013-2273
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)
86NP0149

NOTE: DD FORM 1348-6 is a 6 part snap out form with multicolored interleaved copies. It is perforated at fold line to permit fiding to size of a requisition

Figure 5-2.-Example of a Non-NSN Requisiton (DD Form 1348-6).

will be prepared in accordance with the NAVSUP P-485. An example is shown in figure 5-5.

PREPARATION OF REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

A DD Form 1149 will be prepared only for the procurement of material that is excluded from MILSTRIP. It may also be prepared for excluded material for which a procurement document is not specified. It may be used to requisition repairs or rentals of laborsaving devices, repairs of equipage items, drycleaning, or renovation services, etc., when required by the supply source or repair facility.

When the DD Form 1149 is used for the procurement of specified materials (other than bulk petroleum) and services, it sould be prepared using the

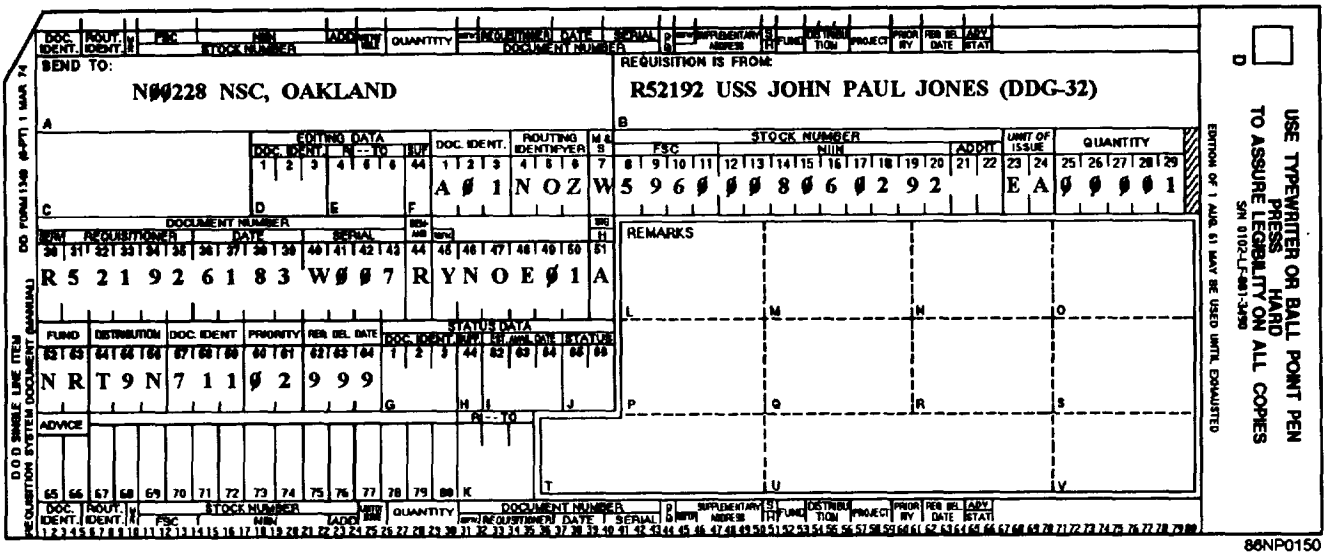

SEND TO:
N00228 NSC, OAKLAND
REQUISITION IS FROM:
R52192 USS JOHN PAUL JONES (DDG-32)
STOCK NUMBER
FSC NIIN ADDIT
UNIT OF ISSUE
QUANTITY
A 0 1 N O Z W 5 9 6 0 0 0 8 0 6 0 2 9 2
E A 0 0 0 1
DOCUMENT NUMBER
REQUISITIONER DATE SERIAL
R 5 2 1 9 2 6 1 8 3 W 0 0 7 R Y N O E 0 1 A
REMARKS
FUND DISTRIBUTION DOC. IDENT PRIORITY REQ. DEL. DATE STATUS DATA
N R T 9 N 7 1 1 0 2 9 9 9
ADVICE
USE TYPEWRITER OR BALL POINT PEN PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES
DD FORM 1348 (6-PT) 1 MAR 74
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)
86NP0150

Figure 5-3.—Example of a NORS Requisition.

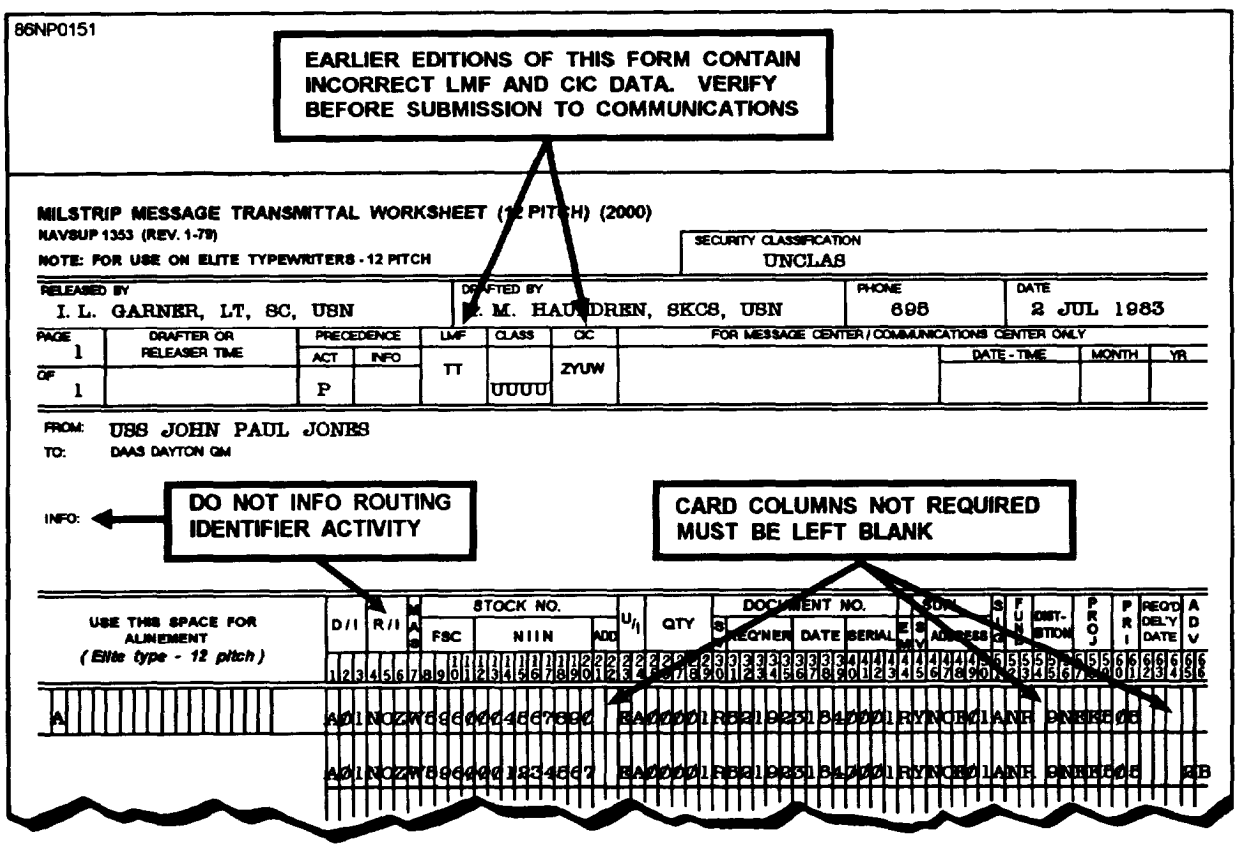


Figure 5-4.—Example of a message requisition prepared for transmittal via DAAS.

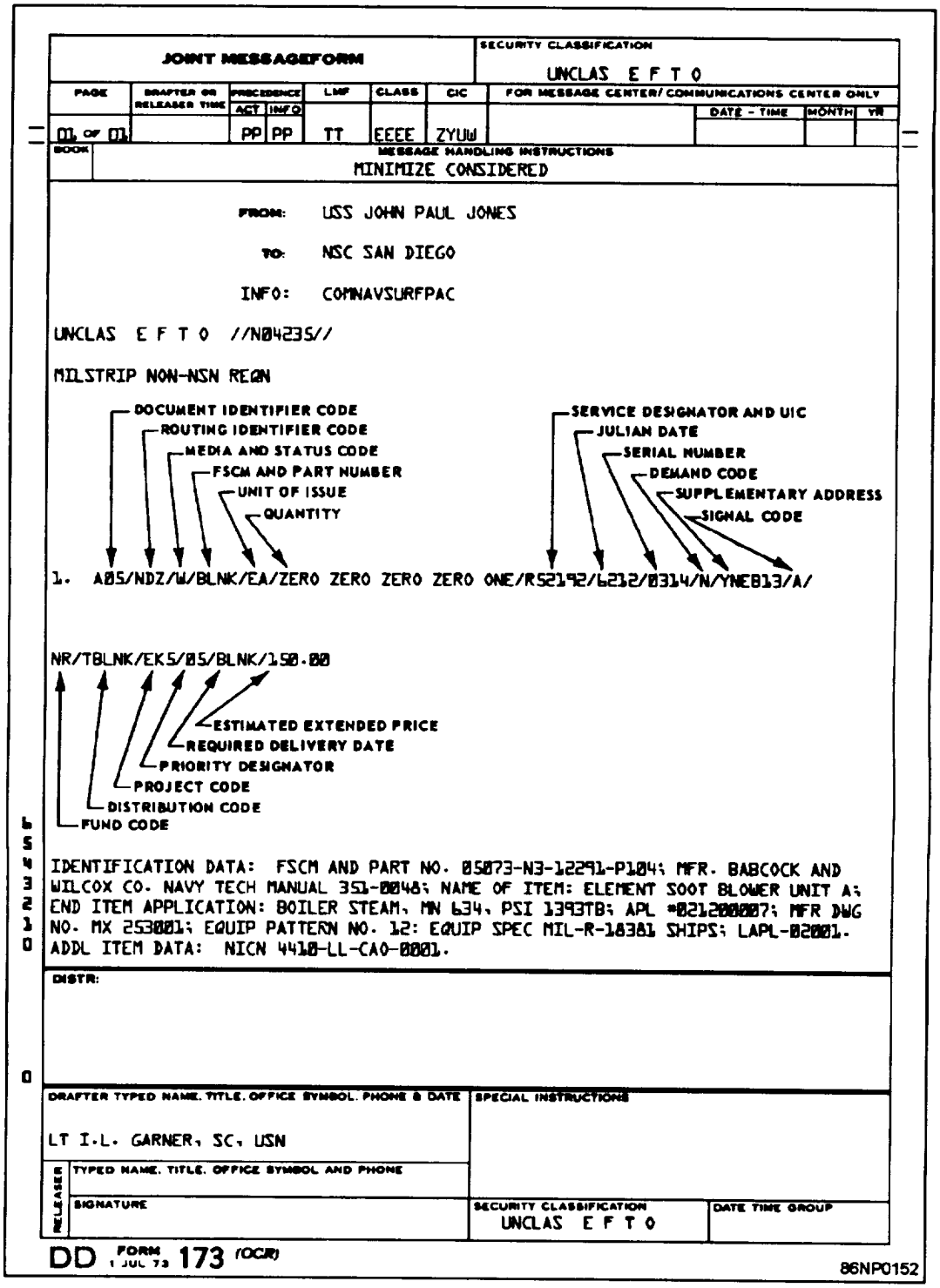


Figure 5-5.—Example of a naval message draft requisition for non-NSN Items.

guidance found in the NAVSUP P-485. An example is shown in figure 5-6.

BULK PETROLEUM

When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to be submitted. A DD Form 1149 also is required for procurement of DLA-owned bulk petroleum from a Military Sealift Command (MSC) tanker. The prescribed format for the preparation of a DD Form 1149 for bulk petroleum is found in NAVSUP P-485. See figure 5-7 for an example of a DD Form 1149 used for petroleum products.

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE: 10 FEB 1998	6. REQUISITION NUMBER: SEE R52192-3041- BELOW

1. FROM: R52192 USS JOHN PAUL JONES (DDG-32)

2. TO: N00244 NSC SAN DIEGO, CA

3. SHIP TO - MARK FOR:
SUPPLY OFFICER
USS JOHN PAUL JONES (DDG-32)
FPO SAN FRANCISCO, CA

7. DATE MATERIAL REQUIRED

8. PRIORITY: 13

9. AUTHORITY OR PURPOSE

10. SIGNATURE: R. S. SEARS, LT, SC, USN

11a. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

b.

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATION AND SUBHEAD	OBJ. CL.	SUB. CONT. NO.	SUBAL LOT	AUTHORIZATION ACCT'G ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUNTRY	COST CODE	AMOUNT
1791804.702D	000	53824	B	060957	2D	R52192		003041---NU	SEE BELOW

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b) REQN. SER. NO.	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	SERVICES AND MATERIALS FOR REPAIR OF:							
3001	MARCHANT CALCULATORS, Ser. No. 441067, 441255	JOB	1					$60.00
3002	FRIDEN ADDING MACHINE, Ser. No. 56432	JOB	1					40.00
3003	IBM ELECTRIC TYPEWRITERS, Ser. Nos. 14-667421, 15-66744	JOB	1					60.00
3004	REMINGTON ELECTRIC TYPEWRITER Ser. No. 336601	JOB	1					40.00

REQN. SER. NO.

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

CONTAINER

18. RECAPITULATION OF SHIPMENT	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
ISSUED BY					
CHECKED BY					
PACKED BY					
			TOTAL		

19. RECEIPT

	DATE	BY	
CONTAINERS RECEIVED EXCEPT AS NOTED			SHEET TOTAL
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DD FORM 1 MAR 89 1149 (8-PT) REPLACES EDITION OF 1 MAY 88 WHICH MAY BE USED S/N 0102-011-1801 ORIGINAL 86NP0153

Figure 5-6.—Example of a Requisition and Invoice/Shipping Document, DD Form 1149 (multiple requests).

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 18 OCT 199_	6. REQUISITION NUMBER R52192-7288-2001	
1. FROM R52192 USS JOHN PAUL JONES (DDG-32)		7. DATE MATERIAL REQUIRED 18 OCT 199_	8. PRIORITY	
2. TO N00244 NSC SAN DIEGO, CA (FUEL DEPARTMENT, POINT LOMA ANNEX)		9. AUTHORITY OR PURPOSE		
		10. SIGNATURE L.L. GARNER, LT, SC, USN	11a. VOUCHER NUMBER AND DATE	b.
3. SHIP TO - MARK FOR ENGINEERING OFFICER USS JOHN PAUL JONES (DDG-32) PIER 2, NAVSTA, SAN DIEGO, CA		12. DATE SHIPPED	13. MODE OF SHIPMENT	14. BILL OF LADING NUMBER
		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.		

4. APPROPRIATION AND SUBHEAD	OBJ. CL.	SUR. CONT. NO.	SUBAL LOT	AUTHORIZATION ACCT'G ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUNTRY	COST CODE	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	9140-00-286-8610 NAVY SPECIAL FUEL OIL SUPPLEMENTARY ADDRESS: N60957 SIGNAL CODE: A FUND CODE: 39	BL	2780					

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY					
				TOTAL		

CONTAINER

19. RECEIPT		DATE	BY	
	CONTAINERS RECEIVED EXCEPT AS NOTED			SHEET TOTAL
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1 MAR 59 1149 (S-PT)

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-011-1801

ORIGINAL

86NP0154

Figure 5-7.—Example of a Requisition and Invoice/Shipping Document, DD Form 1149 (petroleum products).

LETTER REQUESTS

Letter requests occasionally may be used to obtain material for which the usual procurement documents are inapplicable or inappropriate. Generally, letter requests will be submitted only when a formal discussion of the material requirement is necessary. Their use may also be required by the cognizant systems command, bureau, office, or other inventory manager. In addition to item descriptions and quantities letter requests will include, as a minimum, a MILSTRIP document number (for each item), an authorized priority designator (or required delivery date), rind applicable accounting data. When a letter request is submitted for material which is chargeable to the ship's OPTAR, a DD Form 1348 will be prepared as an obligation document.

UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

A vital part of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) is the requirement to assign priorities as outlined m the Uniform Material Movement and Issue Priority System (UMMIPS). In the movement and issue of material, There must be a common basis to determine the relative importance of competing demands for resources of the logistics systems. These resources are transportation, warehousing, requisition processing, and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). The PD assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system. Except as prescribed in the NAVSUP P-485, the PDs to be used in Requisitioning material or services will be determined by the requisitioner's assigned force/activity designator (F/AD) and the applicable urgency of need designator (UND). The UND will be derived in accordance with the criteria found in the NAVSUP P-485. An activity's assigned F/AD, in conjunction with the UND applicable to the requirement, determines the appropriate PDs to be assigned m requisition documents. For detailed information on UMMIPS, refer to the NAVSUP P-485.

PROCUREMENT FROM SERVMARTS

A SERVMART is a self-service store oprated by an ashore supply activity. It provides a ready supply of relatively low-cost items frequently required by customers in the area. A SERVMART also stocks certain medical and dental supplies, that can only be obtained by authorized Medical or Dental Corps personnel. Each SERVMART issues a SERVMART Shopping Guide which lists the cognizance symbol, NSN, noun name, unit of issue, unit price, and storage location of each item stocked in the SERVMART. The self-service feature of SERVMARTs, as well as simplified requisitioning procedures, enables an ashore supply activity to realize substantial cost savings and let its customers obtain material quickly without preparing and submitting a separate requisition for each item. The range of material available, ease of requisition, and ready convertibility to personal use require that afloat supply management personnel rigorously monitor and control SERVMART shopping.

SERVMART PROCEDURES

A SERVMART Shopping List (SSL) (NAVSUP Form 1314) is used to list the items to be procured from a SERVMART. It provides the basis for preparation of each DD Form 1348 or NAVSUP Form 1250-1 money value only (MVO) required for such procurements. See figure 5-8 and 5-9 for examples of documents used to procure items from Servmart.

Mandatory Requirements

The use of the SERVMART Shopping List (SSL) (NAVSUP Form 1314) is mandatory in all procurement actions from SERVMART. NAVSUP Form 1314, in conjunction with DD Form 1348 (MVO) or NAVSUP Form 1250-1 (MVO) are the only procurement forms authorized. Refer to the NAVSUP P-485 for detailed guidance in the use of these forms for SERVMART procurement.

Documentation by Material Category

One SSL in triplicate and one supporting DD Form 1348 or NAVSUP Form 1250-1 (MVO) are required to be pepared for each category of material that is to be procured from a SERVMART.

Procurement of Material in Bulk Quantities

Since larger ships often require quantities of material which would exceed amounts reasonably expected to be stocked on-the-shelf, many SERVMARTs provide a bulk issue service. This service is designed to provide the quantities necessary to fill smaller customer needs. However, SERVMARTs

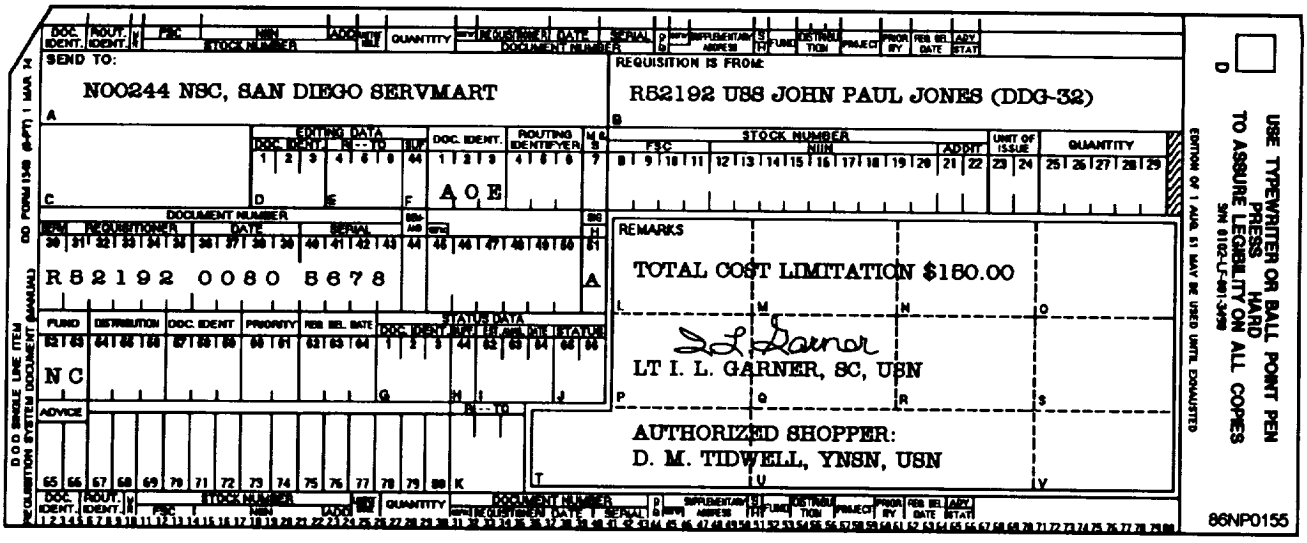


Figure 5-8.-Example of a DD Form 1348 SERVMART procurement document.

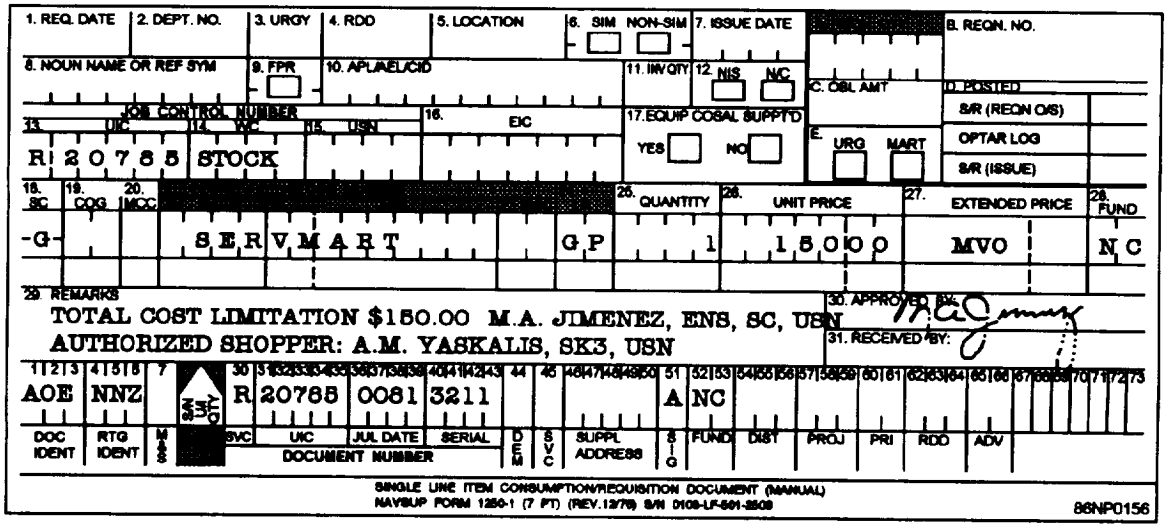

R20785 STOCK
-G- SERVMART GP 1 150 00 MVO NC
TOTAL COST LIMITATION $150.00 M.A. JIMENEZ, ENS, SC, USN
AUTHORIZED SHOPPER: A.M. YASKALIS, SK3, USN
AOE NNZ R 20785 0081 3211 A NC
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV. 12/79)
86NP0156

Figure 5-9.-Example of a NAVSUP Form 1250.1 SERVMART procurement document.

are not designed to be the source of supply for long term requirements or predeployment loadouts. The use of SERVMARTs to fill such needs is not authorized.

For detailed information on the separation of these documents and DTO material requests, refer to NAVSUP P-485.

PICKUP OF MATERIAL

The Storekeeper or other person designated to pick up material at a SERVMART is responsible for the following actions:

- If the total quantity requested is obtained, circle the quantity indicated on the SSL. If only a partial quantity is available, line out the requested quantity and enter and circle the quantity obtained. If the item is not available in any quantity, line out the requested quantity and enter "NIS" in the "Qty" column.
- Correct the SSLs, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.
- Group and check out the items obtained by material category (i.e., a separate group of items for each DD Form 1348 or NAVSUP Form 1250-1). As each group of items is checked out, give the original DD Forms 1348 (MVO) or

NAVSUP Forms 1250-1 (MVO) to the SERVMART clerk, and obtain from the clerk a separate adding machine tape for each DD Form 1348 or NAVSUP Form 1250-1 presented.

- Prior to leaving the SERVMART, reconciled any differences between the prices listed in each adding machine tape or Electronic Point of Sale (EPOS) tape and those indicated in the applicable SSLs.

If requested items were not available at the SERVMART and the unavailable items are still required, MILSTRIP requisitions for the required item will be pepared and submitted through normal supply channels.

SPECIAL REQUISITIONING INFORMATION

Thus far, you have learned how requisitions are prepared and submitted for routine requirements determined by the supply officer or head of other departments. Not all requisitions, however, are routine. For some, special handling or additional information is required.

TRANSFER FROM OTHER SHIPS

Emergency requirements may be obtained from ships other than supply ships and tenders if the material is available and can be spared. The request may be made on a DD Form 1348, NAVSUP 1250-1, or by message and should contain the same incarnation as a requisition to a supply activity except that the routing identifier is left blank. If the requested material is not available for issue, the requisition is returned to the requisitioner since ships do not hold requisitions on backorder for later issue.

EQUIPAGE

Equipage is a term applied to items that are not consumed in use, and usually are of greater value and have a longer useful life than supplies.

There are two categories of equipage: controlled equipage and other equipage.

Equipage allowances are established in the COSAL Stock-Number Sequence List-Operating Space Items (SNSL-OSI), COSAL parts I and II, and instructions and publications issued by commands and offices. The COSAL allowances were discussed in chapter 3 and are the most frequently referred to. The heads of departments are responsible for submitting requests for equipage requirements to the supply officer, who then requisitions the needed items.

Equipage that is not controlled is procured in the same manner as other operating space items. The allowance is intended as a guide and the quantity on board is determined by need and OPTAR availability. When a request is received from a department head, the supply officer submits the requisition direct to the supply activity.

Selected items are designated controlled equipage and require increased management afloat due to anyone or a combination of the following:

1. Essential for the protection of life, or
2. relatively valuable and easily converted to personnel use.

NAVSUP P-485 contains a list of items designated as controlled equipage. The type and quantity of controlled equipage on the ship's allowance list are mandatory allowances. Ships should carry a full allowance of these items at all times. Since each ship has a definite allowance, deficiencies or shortages can be determined and are budgeted separately in the ship's OPTAR.

When an item of controlled equipage is lost, damaged or otherwise unfit for use, it should be replaced promptly provided funds are available. Such replacement of missing or unserviceable controlled equipage must be substantiated by a survey and accompanied by a NAVSUP Form 1250-1.

Requests for deficiencies are submitted to the supply officer on NAVSUP Form 1250-1 by the head of department having custody of the controlled equipage. Upon receipt of the above issue requests, procurement documents are prepared by supply on either DD Form 1348 or DD Form 1348-6 in accordance with NAVSUP P-485. These requisitions are then submitted directly to the supply activity without approval of higher authority.

When controlled equipage is required in excess of allowance for a particular operation or short period of time, an in-excess requisition maybe submitted to the TYCOM (type commander) for approval. The requisition is submitted with a letter of transmittal which should state the circumstances of the need.

If additional controlled equipage is needed on a permanent basis, an Allowance Change Request must be submitted to the authority that established the allowance. The request should include the allowance list reference, quantity allowed, additional quantity needed, and the reason for that need. The request is submitted via the chain of command and no

procurement action may be taken until the increased allowance has been approved. However, if the requirement is considered to be an emergency, a requisition may be submitted to a supply activity with the approval of a superior m the chain of command.

INSTALLED EQUIPMENT

Procurement of installed equipment is the responsibility of and controlled by:

1. Naval Electronics Systems Command—Electronic Equipment
2. Naval Sea Systems Command—Ordnance Equipment.
3. Equipment and machinery for ship's operation Naval Sea Systems Command-Equipment and machinery for ship's operation.

Letter requests for installed equipment are submitted by the commanding officer. A requisition number must be assigned to these requests by the supply officer.

Initial Equipment Installation

Most new equipment is installed during a shipyard overhaul. The additional repair parts required are added to the Stock-Number Sequence List-Storeroom Items (SNSL-SRI) by personnel in the shipyard Supply operations Assistance Program/ILO team. When new equipment is installed between overhauls, supply personnel must submit a Configuration Change Report to Navy Ships Parts Control Center (SPCC). SPCC will furnish the Allowance Parts List (APL) which supports the equipment. The supply officer is responsible for adding the allowed repair parts from the APL to the SNSL-SRI and for ordering many deficient items.

Some specialized equipment may be received with boxed sets of repair parts that are retained by the department. Replenishment of these parts is retie on the basis of a DTO request from the department as the parts are used.

AMMUNITION

The basic policy and requisition procedures for ammunition are contained in Commander Surface Force instructions. Although the supply officer is not responsible for preparing or following up on ammunition requisitions, he will assist the weapons officer, when requested, in preparing the proper documents.

MANDATORY TURN-IN REPAIRABLE

Mandatory turn-in repairable (MTRs) are high-cost items that cannot be repaired on board. They are shipped to the nearest designated repair facility. These items are procured and managed by the applicable inventory manager on the assumption that unserviceable repairable will be shipped promptly so they can be repaired and placed in supply system stock for reissue. In effect, repair becomes a substitute for procuring replenishment system stock. For this reason, control of unserviceable repairables is as important to the Storekeeper as the control of serviceable material.

Mandatory turn-in repairable are identified by the Material Control Code (MCC) appearing in the ML-1 and in the Master Repairable Item List (MRIL) (NAVSUP Publication 4107). These codes are E, G, H, Q, or X. Most mandatory turn-in repairables are assigned MCC "H"; the other MCCs apply to repairables that require special controls and handling. MCC definitions are found in NAVSUP P-4107.

Advice Codes

Advice codes must be assigned to all requisitions for mandatory turn-in repairable items. Generally, advice code 5G will be cited in replacement requisitions. Advice codes are found m NAVSUP P-485.

These advice codes have precedence over any other advice code that may apply applicable to the requisition. When it is necessary to include additional advice codes in a requisition for a mandatory turn-in repairable, it is entered in the "Remarks" field, and the appropriate document identifier for indicating exception data (A0E or A05) must be entered in CC 13.

Requisition Document Numbers

Requisitions for replacement of mandatory turn-in repairable must contain the same document number as the turn-in document of the unserviceable repairable that was shipped to the designated repair facility.

Requisition Priorities

Requisitions for mandatory turn-in repairable will be assigned priority 06 unless the urgency of need justifies a higher priority.

FLEET INTENSIFIED REPAIRABLE MANAGEMENT (FIRM) ITEMS

FIRM repairable are those MTR items which the SPCC has designated for intensive management to obtain improved support of selected critical shipboard weapons systems. (FIRM repairables listed in the MRIL are identified by material control code "E in the "MCC" column, and by "FIRM ITEM" in the "Notes" column.) Requisitions of nonautomated activities (and of automated activities when an AUTODIN facility is not available) will be transmitted by MILSTRIP message to be submitted via the DAAS. An example of a MILSTRIP message for a FIRM MTR item is shown in figure 5-10.

Field Level Repairable

Field level repairable are repairable items identified by MCC "D" which are to be repaired at the local activity if possible. If a field level repairable cannot be repaired locally, it will be turned in at a local tender.

FUEL

Supply officers can procure fuels from the following sources:

1. Fleet oilers, station tankers, yard oilers, and tenders.
2. Fuel depots and annexes.
3. Commercial shore installations, both foreign and domestic under Defense Petroleum Supply Center contracts (as listed in the Defense Petroleum Supply Center Contract Bulletins).
4. Commercial shore installations in areas in Alaska and Hawaii and outside the United States under contract to local Navy activities.
5. Other Navy combatant or supporting service force ships.
6. Shore installations of other services or agencies.

The responsibility for procuring fuels rests with the supply officer, who makes the arrangements with the supplying activities or contractors.

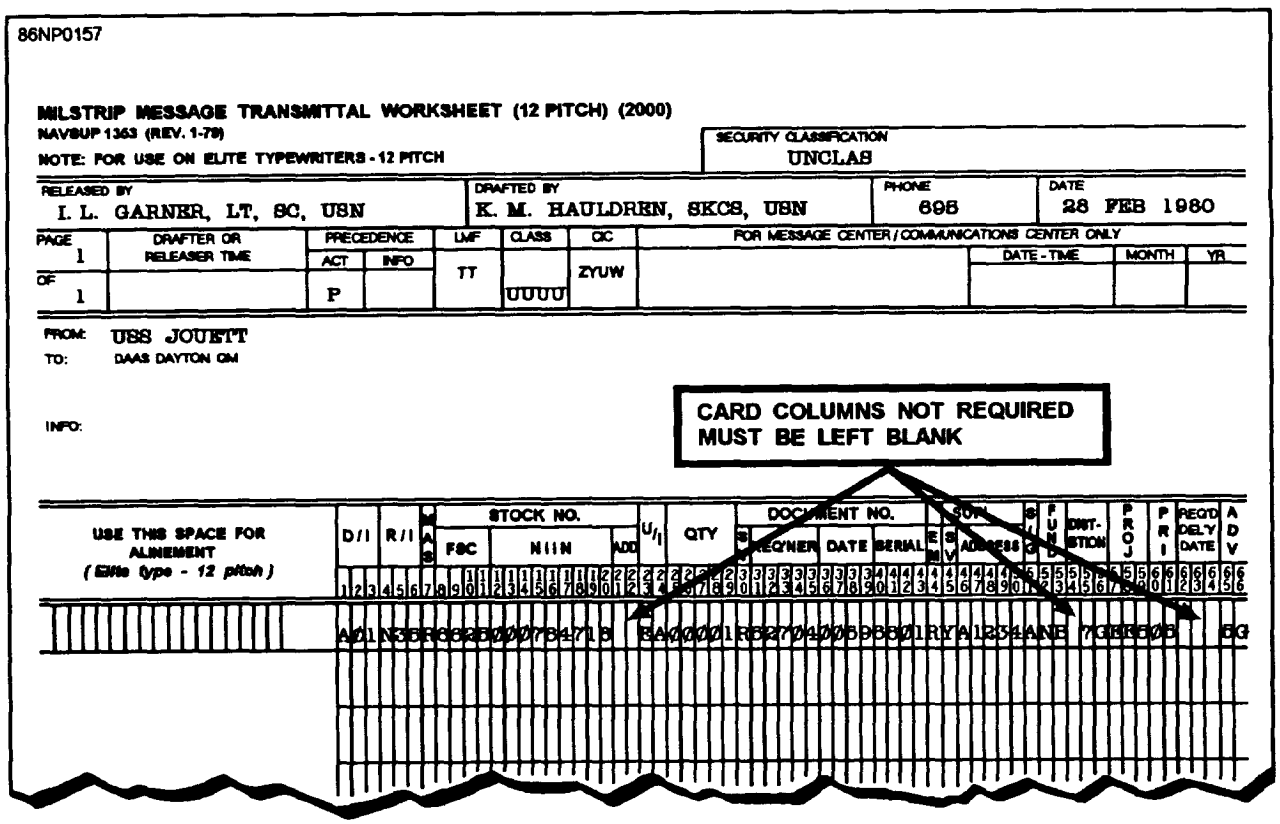


Figure 5-10.—Example of a MILSTRIP message for a FIRM MTR item.

The determination of requirements for bunker fuel is the responsibility of the engineering officer. The engineering officer advises the supply officer of the quantity required and the time delivery is desired. Determining requirements of cargo fuel aboard an oiler rests with the cargo officer, who informs the supply officer of the quantities required and the time delivery is desired. Fuel is requisitioned on DD Form 1149.

The only standard limitation on the maximum quantity of bunker fuel that a ship may take is the NAVSEA safety factor of 95% of the rated bunker capacity. Local limitations may be imposed on ships returning to ports in continental United States by the CNO area coordinator or base commander.

FORMS AND PUBLICATIONS

Forms are requisitioned in the same manner as any other consumable material on DD Form 1348.

Publications (identified by cognizance symbol 01) are not carried in a stores account and are issued without charge. Therefore, signal code "D" or "M" (no billing required), as appropriate, is entered in CC 51, and the fund code, CC 52—53, is left blank.

Special requisitioning instructions, approval requirements, and restrictions are indicated in the Requisition Restriction (RR) column of the Navy Stock List of Forms and Publications.

SHIP'S STORE OR SUBSISTENCE STOCK

When normal supply sources are not available and general stores stock is exhausted, ship's store or subsistent stock may be transferred to ship's use. For example, cornstarch transferred from subsistence stock for use in cleaning the boilers or flashlights transferred from ship's store to general use.

Such transfers are made on DD Form 1149 and are charged to the ship's OPTAR (funds available for operation of the ship). Complete accounting data must be shown on the transferring DD Form 1149 for both the charge and the credit.

MISCELLANEOUS MATERIAL AND SERVICES

Refer to NAVSUP P-485, when procuring services, ecclesiastical material, boat letters, books, ice, typewriters, newspapers, printing, rubber stamps, local tunnel tickets, and other miscellaneous material. The procurement action varies with the type of service or material.

REQUISITION FILE MAINTENANCE

Requisition file maintenance begins when a requisition is prepared and the hardback copy of the procurement document is placed in the material outstanding file (MOF). When the material ordered has been received or canceled, the requisition document, with a copy of the receipt document, is placed in the material completed file (MCF). The cycle ends when the charge has been cleared through the Defense Finance and Accounting System (DFAS) at San Diego or Norfolk and reported to your ship. The steps in between are largely dependent upon the volume of requisitions prepared and the procedures used in your office. In this section we will only discuss the MOF and how it is used.

MATERIAL OUTSTANDING FILE

The majority of procurement documents are DD Form 1348s. The file is usually maintained in a card file. The cards should be maintained in document number sequence. The hardbook copy of DD Form 1348 is the material outstanding file copy.

The DD Form 1149 is attached to the hardbookcopy of the DD Form 1348 that was prepared as an obligation document. The procedures are found in NAVSUP P-485.

SUPPLY STATUS

The frequency and type of status is determined by the Media and Status (M & S) code assigned to the requisition. The purpose of status is to keep you informed of the action(s) being taken by supply activities to furnish the requested material.

Supply status usually is received on DD Form 1348m or a General Purpose Detail Card which is punched and interpreted similarly to that shown in figure 5-11.

Supply status may also be received by message on high-priority requisitions. It is similar in format to a message requisition.

It is here that the importance of the document identifier code is evident. The DD Form 1348m has many uses, and in order to accurately interpret the information show the purpose of the card must be

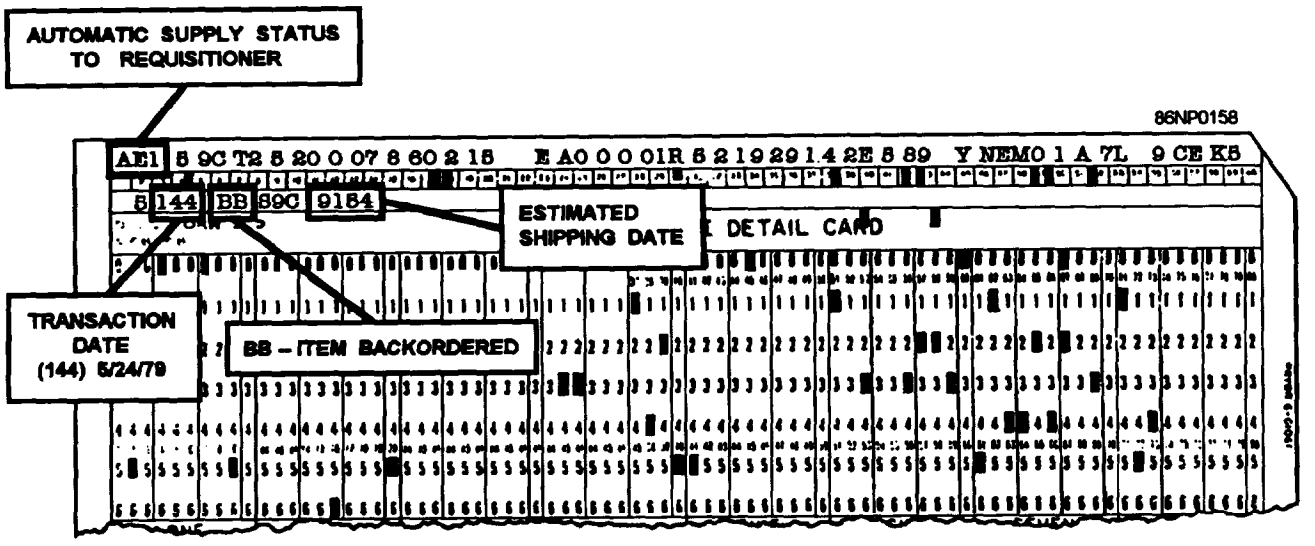

AUTOMATIC SUPPLY STATUS TO REQUISITIONER
86NP0158
AE1 5 9C T2 5 20 0 07 8 60 2 15 E A0 0 0 01R 5 2 1 9 29 1 4 2E 5 89 Y NEMO 1 A 7L 9 CE K5
5 144 BB 89C 9154
ESTIMATED SHIPPING DATE
DETAIL CARD
TRANSACTION DATE (144) 5/24/79
BB – ITEM BACKORDERED

Figure 5-11.—Example of a supply status card with upper and lower line interpretation.

known. The three document identifiers you will most frequently use on the DD Form 1348s you prepare are:

1. A0—Requisitions
2. AC1—Cancdlation request
3. AF1—Followup

You will receive supply status with several different document identified, of which the following are the most common:

1. AE1—Automatic supply status
2. AB1—Direct delivery supply status
3. AS1—Automatic shipment status

The automatic supply and shipment status is furnished as requested by the M&S code on the requisition.

When status cards are received they should be reviewed as soon as possible to detect requisitions that have been canceled. The status codes inform you of the action being taken and are found in the NAVSUP P-485. Cancellations should be called to the attention of the supply officer so that, if the material is still required, new procurement action may be taken. The other status cards, representing passing action, backorders, shipping staus, and so forth, should be attached to and filed with the hardback copies of the related requisitions in the MOF. Thus, at any time, you can determine the current status of a requisition by refering to the filed status Cards.

Figure 5-12 has an example of a MILSTRIP requisition and various status cards pertaining to it. In this case, M&S code 'T" was used, which requests 100% supply status plus shipping status. The routing identifier following the document identifier on status cads identified the activity providing the status.

The advice/status code in CC 65-66 tells you what the requisitioner is doing. The routing identifier following it is the activity holding the requisition after the action is completed. i.e., for BB and BH status codes the holder remained the same, but for BM it tells to whom the requisition was passed. On supply status cads, the date the action was taken is shown in CC 62-64 as a three-digit Julian date (year not shown). The muting identifier of the requisition holding activity is entered in CC 67—69. The estimated shipping date, when appropriate, is included in CC 70-73. The current unit price is shown as a seven-digit number in CC 74-80.

The shipping status cards show the routing identifier of the activity shipping the material in CC 4-6. The date it was shipped by a three-digit Julian date in CC 57—59, and the mode of shipment as a one-character code m CC 77. Additional information on shipments may be shown when shipments are made by other than parcel pmt. Mode of shipment codes are listed m the NAVSUP P-485.

REQUISITION FOLLOWUP

When material or status has not been received by the standard delivery date or the required delivery date

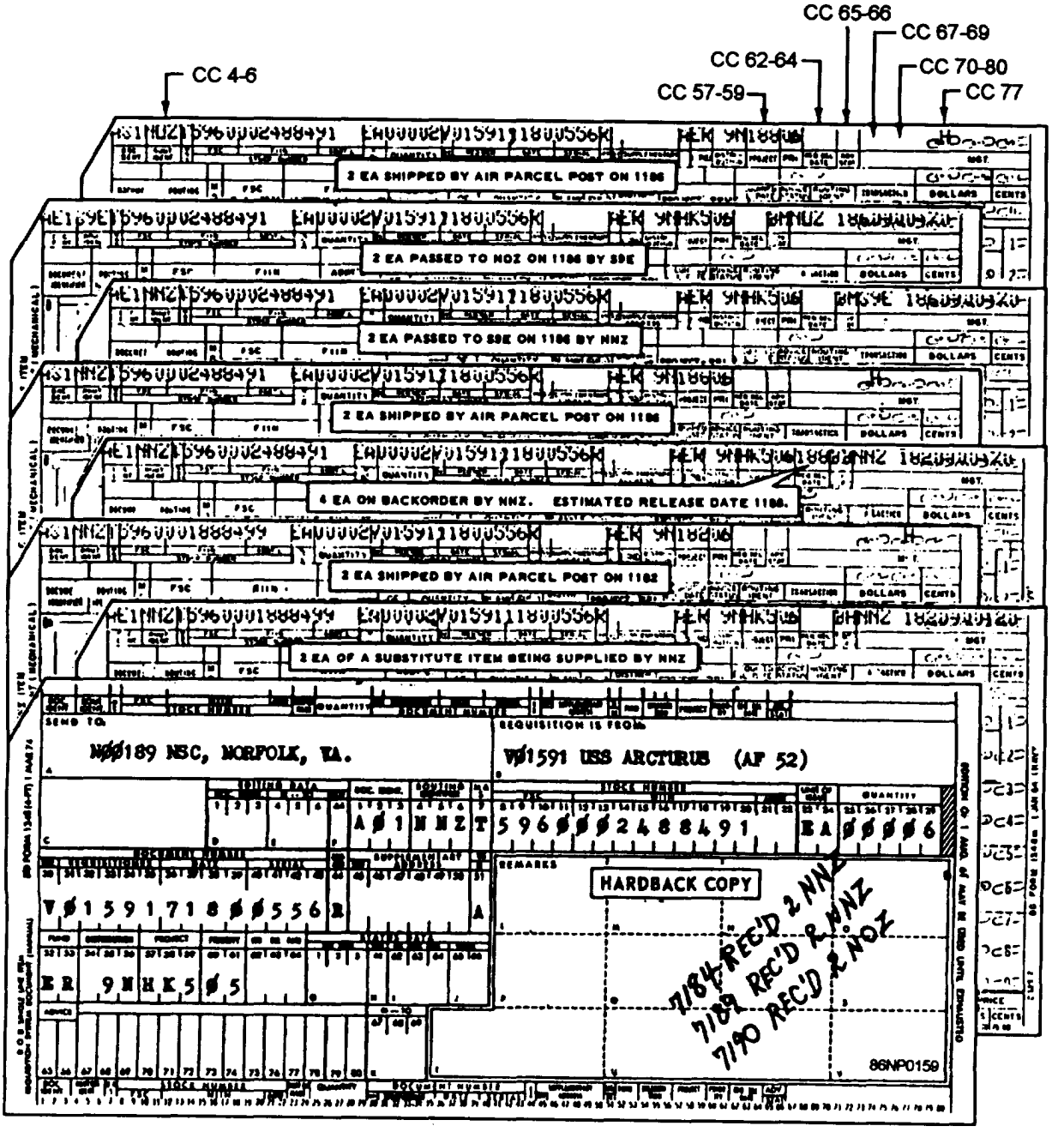

CC 4-6
CC 57-59
CC 62-64
CC 65-66
CC 67-69
CC 70-80
CC 77
2 EA SHIPPED BY AIR PARCEL POST ON 1186
2 EA PASSED TO NOZ ON 1186 BY S9E
2 EA PASSED TO S9E ON 1186 BY NNZ
2 EA SHIPPED BY AIR PARCEL POST ON 1186
4 EA ON BACKORDER BY NNZ. ESTIMATED RELEASE DATE 1186.
2 EA SHIPPED BY AIR PARCEL POST ON 1182
2 EA OF A SUBSTITUTE ITEM BEING SUPPLIED BY NNZ
SEND TO: N00189 NSC, NORFOLK, VA.
REQUISITION IS FROM: W91591 USS ARCTURUS (AF 52)
A01NNZ 5960001888491 EA0006
V91591718005556
NR 9NHK505
REMARKS
HARDBACK COPY
7/84 REC'D 2 NNZ
7/89 REC'D 4 NNZ
7/90 REC'D 6 NOZ
86NP0159

Figure 5-12.—Examples of a MILSTRIP requisition and supply status cards.

(if shown in CC 62—64 of the DD Form 1348), you may submit a followup to determine status. The standard delivery date is computed by adding the authorized UMMIPS delivery time to the Julian date of your requisition. The followup may be submitted on DD Form 1348 (2-part) or by message.

In either case, document identifier AF1 and the routing identifier for the last known holder of the requisition are assigned. The balance of the followup is identical to the original unless part of the material has already been received. In figure 5-12, if status or material has not been received from NOZ within the time allotted, the followup would be for 2 EA and not 6 EA as appearing on the original requisition. The original followup is sent to the activity indicated by the routing identifier and the copy of a copy of the message filed with the outstanding requisition. If the followup message includes multiple document numbers, the hardbook copies of the related requisitions in the MOF is annotated to indicate the DTG of the message.

The supply activity then furnishes the current status of your requisition.

When taking followup action on a requisition for urgently needed material for which the standard delivery date or required delivery date is past with no status received, document identifier AT—may be used instead of AF1. This tells the supply activity that if they have no record of the original requisition, to process the followup as a requisition. This could preclude the need for another requisition if response to an AF1 followup should be "no record of your requisition." However, it may also result in duplicate shipment and billing.

REQUISITION CANCELLATION

When material is no longer required, a cancellation request should be sent to the last known holder of the requisition. It is prepared m the same manner as a followup except that a document identifier in the AC-series is used. Submission of a cancellation request does not guarantee cancellation of the requisition. If the supply activity has already released or shipped the material, the requisition cannot be canceled. For this reason, you should not consider a Requisition canceled until confirmation is received from the supply activity.

MATERIAL OBLIGATION VALIDATION (MOV)

Periodically, supply activities review all requisitions held on backorder and for those considered overage, they Prepare a backorder reconciliation for each requisitioner. When you receive an MOV request, the cards or listing should be checked against your records and a report made in accordance with the instructions included with the request. The reconciliation serves several purposes of which the following are of interest to you:

- current status of outstanding requisitions
- cancellation of old requisitions for material no longer needed by your ship
- correction of files maintained by the supply activity requesting the reconciliation

REQUISITION MODIFIER

A requisition modifier document maybe initiated by the requisitioner, supplementary addressee, or monitoring office, to modify the priority designator, required delivery date, media and status code, and/or distribution code of a previously submitted requisition when.

- Force/activity designator (F/AD) is upgraded or downgraded
- Urgency of the requirement increases (except for CASREPT) or decreases due to unplanned or unforeseen conditions

The project code may also be modified if the outstanding requisition is held by a NAVY activity. When material on order is required to satisfy a CASREP, the outstanding requisition will not be modified. A NORS requisition must be submitted for the CASREP requirement.

PURCHASE

Purchase actions are normally taken by a shorn activity as a result of ships' requisitions. However, ships' supply officers and commanding officers of ships without Supply Corps officers may obtain requirements for supplies or services by purchase on the open market when all of the following conditions exist:

1. There is an immediate and urgent requirement for authorized supplies or services.
2. The supplies or services are not available at the local supply support activity.
3. Time is of the essence and scheduled operations will not permit procurement through Navy shore-based purchasing activities.

Other purchase restrictions may be imposed by the senior officer present afloat (SOPA), particularly when in foreign ports.

When authorized by the type commander, the supply officer may make routine purchases of supplies and services when the value does not exceed $25,000 and all of the following conditions exist:

1. The supplies or services are not available at the local supply support activity.
2. Supply deptartment complement is sufficient to handle the additional workload involved without detrimental effects.
3. The supply officer is reasonably familiar with the local market area in the vicinity where the ship is located
4. All transactions are made by an approved small purchase method providing for immediate delivery of material purchased.

RESTRICTIONS

Activities afloat, either in the United States or foreign ports, may not purchase the following materials without the specific authority from the cognizant bureau or command:

1. Material in excess of allowance except properly approved emergency requirements.
2. Boats.
3. Books for the ship's library.
4. Forms, commercial printing, binding, blank bookwork.
5. Technical ordnance articles.
6. Printing equipment and machinery.
7. Automotive equipment.
8. Transportation facilities, equipment material, parts; and supplies required for domestic transportation.

METHODS OF PURCHASE

Purchases afloat are made by one of the following methods:

1. Purchase order for purchases not in excess of $25,000 (in CONUS) not in excess of $50,000 (out CONUS).
2. Imprest fund for cash purchases when the amount does not exceed $500.
3. Orders under indefinite delivery-type contracts and blanket purchase agreements (BPAs) that have been negotiated by ashore activities.

A single requirement may NOT be divided into more than one purchase action for the purpose of avoiding the monetary limitations stated above. Each of the above methods is discussed in the following paragraphs.

Procedures for purchases by ashore activities are provided in NAVSUPINST 4200.85.

OBLIGATION DOCUMENT

When a purchase is made under any of the above procedures that is chargeable to the ship's OPTAR, a DD Form 1348 is prepared as an obligation document. 'he hardback copy of the DD Form 1348 is attachd to a copy of the purchase document and placed in the MOF. The green copy of the DD Form 1348 is placed in OPTAR document holding file 1 by ships that submit budget/OPTAR reeds, or promptly forwarded to the OPTAR holding activity by ships that do NOT submit budget/OPTAR reports. The original and remaining copies are discarded.

PURCHASE ORDER

The purchase order method will be used for purchases in the open market up to the purchasing authority as authorized by the cognizant type commander. (Purchase orders will not exceed $50,000 except as specified in the NAVSUPINST 4200.85). The material or services included in a single purchase order number will be chargeable to the same fund code (e.g., the purchase order will include all repair pacts or all services but not both). See figures 5-13A, 5-13B, and 5-13C for example of the forms to be used. Use the NAVSUP P-485 for guidance and purchase orders.

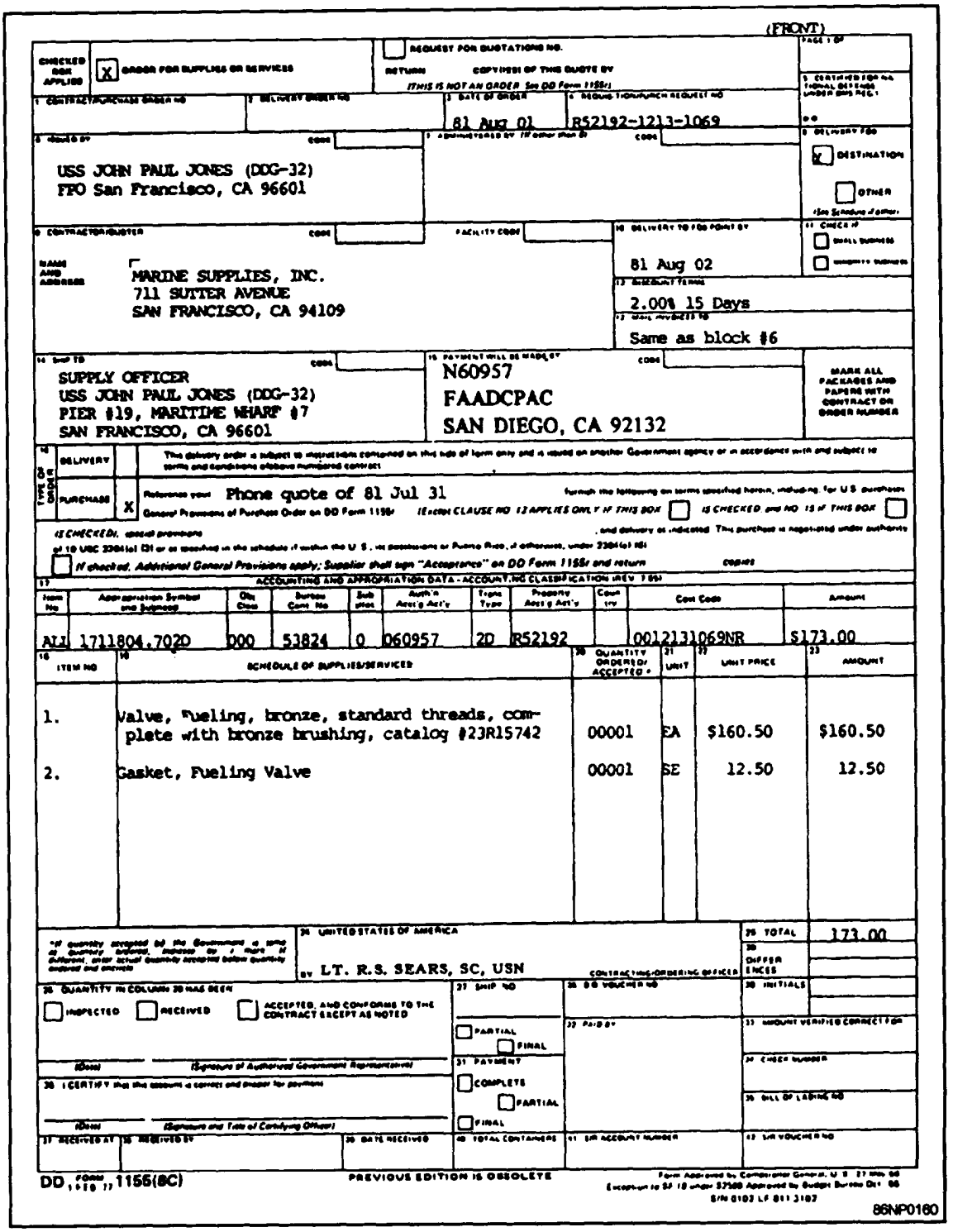
The DD Form 1155, with the 1155r or l155r-1 is distributed as are specified in the NAVSUP P-485.

IMPREST FUNDS

The imprest fund is a simple and economic method of making purchases of $500 or less. It is a cash fund and operates much like the petty cash fund used by private industry. It is, in effect, a miniature revolving fund. The fund is reduced as purchases are made. When the reimbursement voucher is prepared the ship's OPTAR is charged for the amount spent and the money returned to the imprest fund.

Authority

Upon the written approval of the type commander, ships may establish an imprest fund. The supply officer, establishes the fund in writing. The maximum amount for the fund and designation of imprest cashier to act as custodian of the fund must be included. The amount of the fund should be based on anticipated purchases, normally not to exceed $1,000 and no less than $500. A greater amount must be approved by the type commander and athorized by NAVSUP. A review should be made quarterly to determine if them is a continuing need for the fund and if the amount of the fund is greater than necessary, Any officer or enlisted member attached to the supply department may be designated as imprest fund cashier unless they are performing disbursing duties.



(FRONT)

X ORDER FOR SUPPLIES OR SERVICES

81 Aug 01 | R52192-1213-1069

USS JOHN PAUL JONES (DDG-32)
FPO San Francisco, CA 96601

DESTINATION

MARINE SUPPLIES, INC.
711 SUTTER AVENUE
SAN FRANCISCO, CA 94109

81 Aug 02

2.00% 15 Days

Same as block #6

SUPPLY OFFICER
USS JOHN PAUL JONES (DDG-32)
PIER #19, MARITIME WHARF #7
SAN FRANCISCO, CA 96601

N60957
FAADCPAC
SAN DIEGO, CA 92132

PURCHASE X — Reference your Phone quote of 81 Jul 31

ALJ 1711804.702D | D00 | 53824 | 0 | 060957 | 2D | R52192 | 0012131069NR | $173.00

ITEM NO	SCHEDULE OF SUPPLIES/SERVICES	QUANTITY ORDERED/ ACCEPTED	UNIT	UNIT PRICE	AMOUNT
1.	Valve, fueling, bronze, standard threads, complete with bronze brushing, catalog #23R15742	00001	EA	$160.50	$160.50
2.	Gasket, Fueling Valve	00001	SE	12.50	12.50

BY LT. R.S. SEARS, SC, USN — CONTRACTING/ORDERING OFFICER

TOTAL 173.00

DD FORM 1155(8C) PREVIOUS EDITION IS OBSOLETE

86NP0160

Figure 5-13A.—Example of a DD Form 1155 Order for Supplies or Services/Request for Quotations.

Advance of Funds

A signed copy of the letter appointing the imprest fund cashier is furnished to the disbursing officer, at which time the disbursing officer advances the authorized amount of the fund to the cashier.

Security of Cash and Receipts

To prevent theft or unauthorized use, imprest funds (both cash and receipts for amounts paid out and not yet reimbursed) must receive the same security as that given other public monks. See *NAVCOMPT Manual,* Volume 4 for detailed policy and procedural guidance.

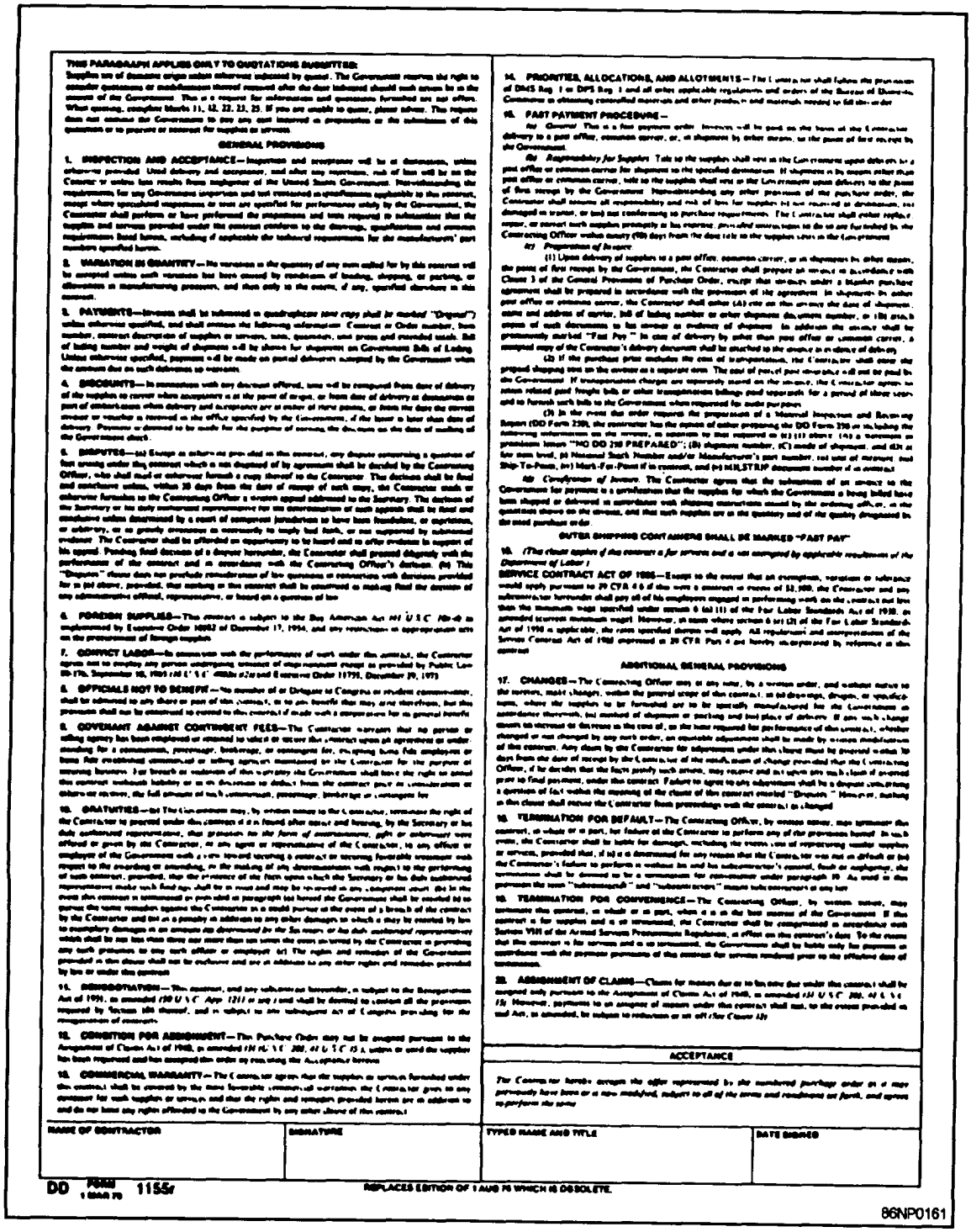


Figure 5-13B.—Example of a D *Form 1155r Order* Supplies or Semites/Request for Quotations (general provisions.

When Imprest Funds may be Used

Imprest funds may be used to purchase supplies and services only when the requirement cannot be satisfied by the supporting shore activity within the required time frame and:

1. The transaction involves one delivery and one payment not in excess of $150. In emergency situations this limitation may be increased to $300. However, prior to purchase, written approval by the commanding officer for all emergency transactions in excess of $150 must

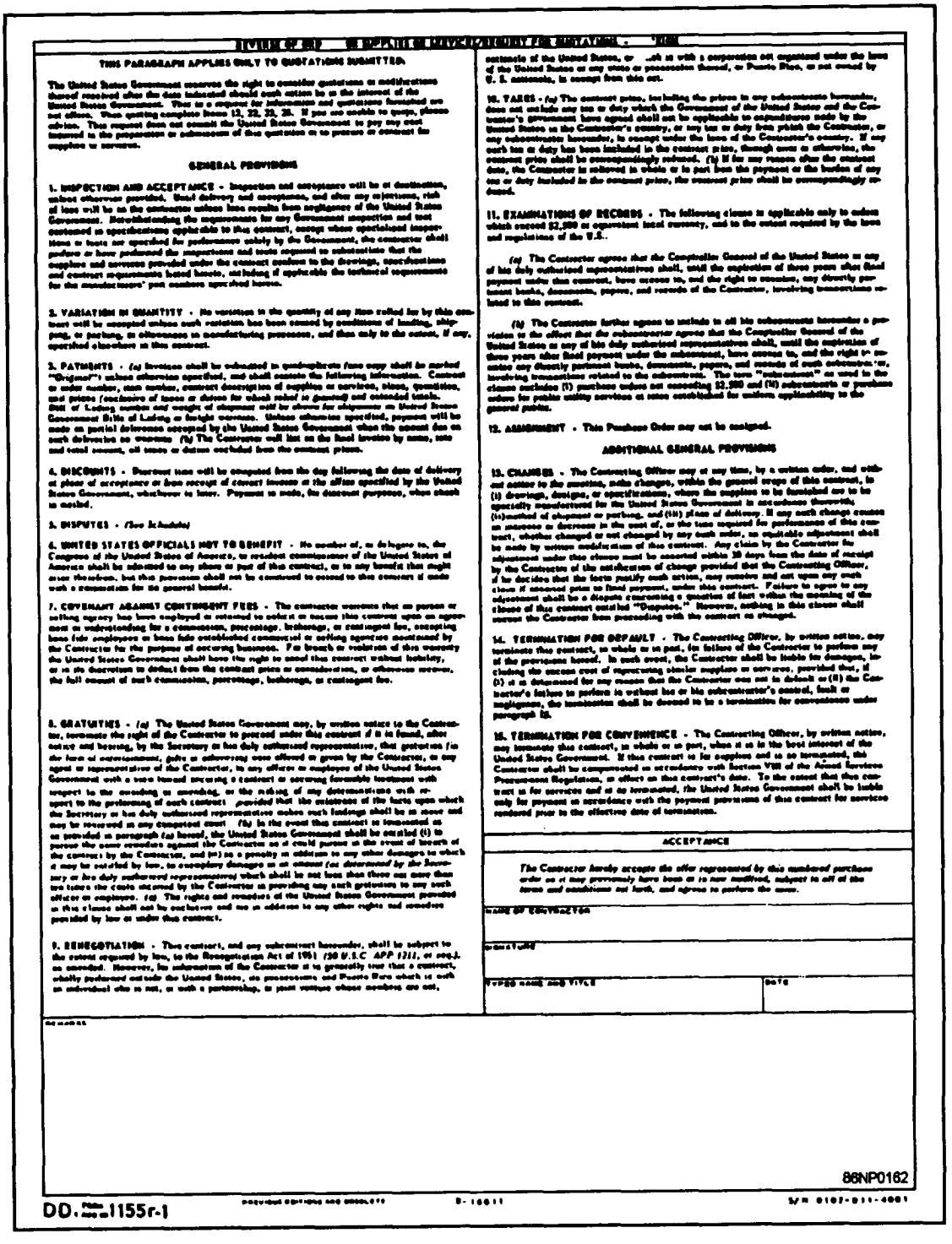


Figure 5-13C.—Example of a DD Form 1155r-1 Order for Supplies or Services/Request for Quotations-Foreign.

be obtained. Simultaneous requirements of more than $150, or $300 under emergency conditions, may not be split into multiple purchase transactions to circumvent the prescribed monetary limitation for imprest funds.

2. The supplies or services are available immediately and cash payment will be made upon pickup or delivery.

Restrictions on Use

Imprest funds may not be used for any of the following purposes:

1. Cashing checks or other negotiable instruments.
2. Payment of transportation charges to common Carriers.

3. Purchase of money orders.

4. Purchase of supplies or services that with detailed specifications or require detailed technical inspection upon pickup or delivery.

5. Purchase of supplies or services that would not be authorized for purchase under general purchasing regulations.

Disbursements

Purchases from the imprest fund must be based on an authorized purchase request document (NAVSUP Form 1250-1, or DD Form 1348). These documents must be approved by the supply officer or his authorized representative. Normally, the purchase request document must be marked "imprest fund" and include the following information

1. Item name.

2. Estimated unit price and total price.

3. Vendor's name and address, if known.

The cashier may advance funds to the person authorized to make the purchase and obtain a receipt for the advance. The cashier may also reimburse a person for an authorized purchase made with his own money. In either case, the approval must be obtained before the purchase is made. Figure 5-14 shows an example of STD Form 1165 and describes its use as an interim receipt for money advanced and as a receipt for money spent. It is preferable to obtain the receipt for purchase on the vendor's own form (sales ticket, delivery ticket, or other similar document), but if this is not available, the STD Form 1165 may be used. If the vendor's form is used as the receipt for cash and the amount of the purchase exceeds $15, the sales representative must certify the receipt. See the *NAVCOMP Manual,* Volume 4 for citification requests.

The supply officer or other designated person receives all items purchased through the imprest fund. Receipt is certified by receipt by dating and signing the vendor's receipt "Received and accepted." When practicable, a "designated person" should be someone other than the inprest fund cashier. The purchaser must return the receipt and any unused cash to the cashier as soon as possible. Then the cashier voids the interim receipt for cash and returns it to the purchaser. These receipts must be afforded the same security as cash.

The cashier should balance his funds daily to ensure that the total amount of the fund is accounted for, either in cash or purchase receipts.

Inspection and Verification

The imprest fund cashier may be required to account for the established balance of the fund at any time. The total cash on hand, paid vendors' receipts, unpaid reimbursement vouchers, and interim receipts for cash must equal the total amount of the fund. An unannounced inspection should be made quarterly. The commanding officer designates an individual to conduct the inspection. A report of the results of an inspection should be made promptly to the commanding officer.

Reimbursement

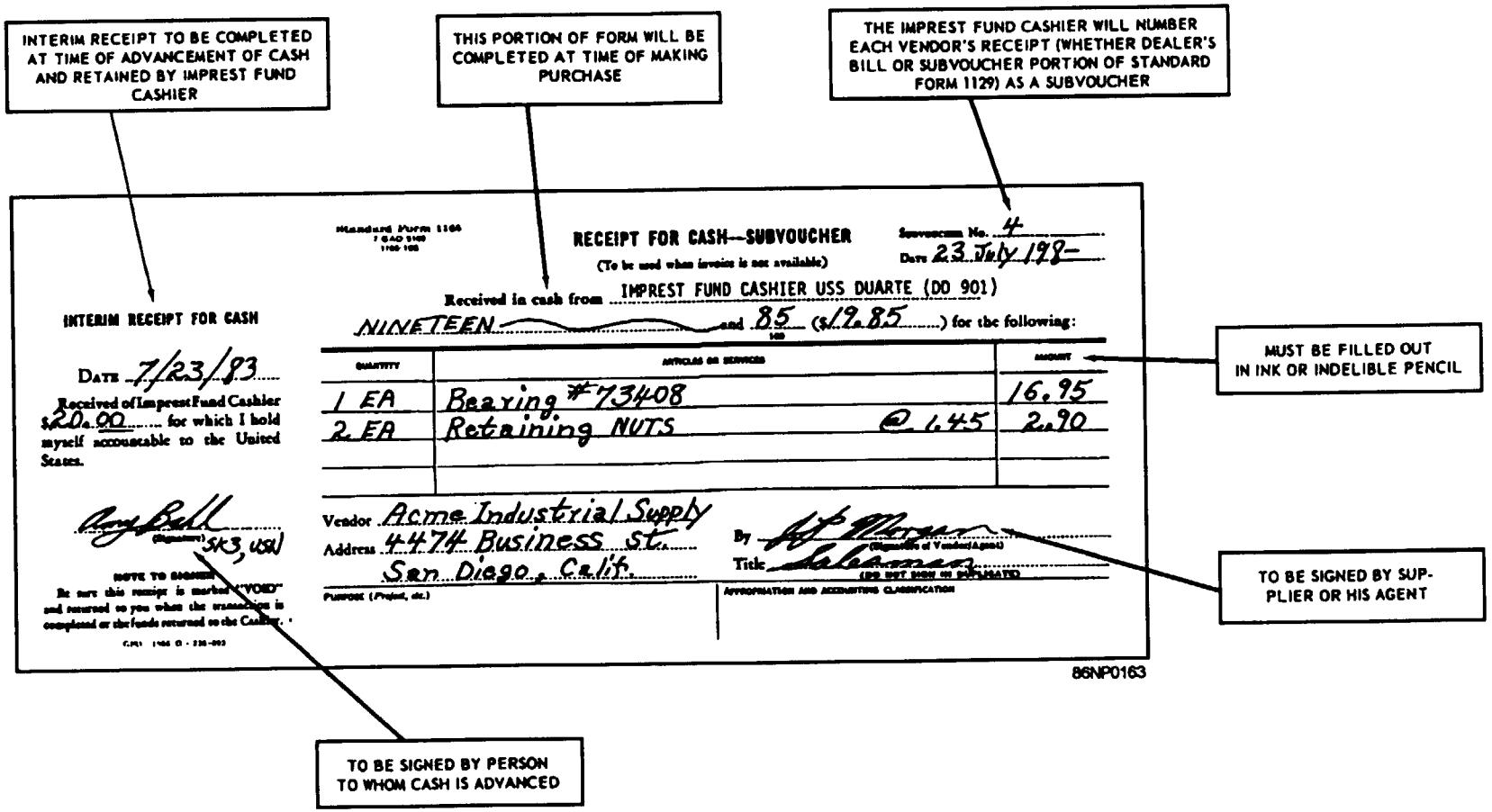
In order to maintain adequate controls over imprest funds a Reimbursement Voucher (Standard Form 1129) is prepared on an as-required basis. In no case should reimbursement be made more often than once a month if disbursements have been made.

Ships operating on extended cruises, when no disbursing officer is available, must prepare the STD Form 1129 immediately upon return to an area served by a disbursing officer if disbursements from the imprest fund were made during the period. Figure 5-15 shows an example of reimbursement voucher with one of the purchase receipts for which reimbursement is requested.

The impest fund cashier prepares the STD Form 1129 in an original and the number of copies required by the disbursing officer who replenishes the fund. The obligation document number of each transaction is a required entry in the "Cost Code" column of the "accounting" section of the STD Form 1129. The completed STD Form 1129, with the original of each "paid" dealer's invoice or subvoucher and the original of each DD Form 1348 (MVO) attached, is submitted to the disbursing officer. The disbursing officer reimburses the imprest fund cashier for the amount of acceptable dealers' invoices or subvouchers received, and furnishes the cashier a "paid" copy of the STD Form 1129.

Refunds from Vendors

If a vendor refunds cash, the imprest fund cashier should follow the procedures found in NAVSUP P-485.


INTERIM RECEIPT TO BE COMPLETED AT TIME OF ADVANCEMENT OF CASH AND RETAINED BY IMPREST FUND CASHIER
THIS PORTION OF FORM WILL BE COMPLETED AT TIME OF MAKING PURCHASE
THE IMPREST FUND CASHIER WILL NUMBER EACH VENDOR'S RECEIPT (WHETHER DEALER'S BILL OR SUBVOUCHER PORTION OF STANDARD FORM 1129) AS A SUBVOUCHER
MUST BE FILLED OUT IN INK OR INDELIBLE PENCIL
TO BE SIGNED BY SUPPLIER OR HIS AGENT
TO BE SIGNED BY PERSON TO WHOM CASH IS ADVANCED
RECEIPT FOR CASH—SUBVOUCHER
(To be used when invoice is not available)
Subvoucher No. 4
Date 23 July 198-
Received in cash from IMPREST FUND CASHIER USS DUARTE (DD 901)
NINETEEN and 85/100 ($19.85) for the following:
INTERIM RECEIPT FOR CASH
DATE 7/23/83
Received of Imprest Fund Cashier $20.00 for which I hold myself accountable to the United States.
SK3, USN
NOTE TO SIGNER
Be sure this receipt is marked "VOID" and returned to you when the transaction is completed or the funds returned to the Cashier.
QUANTITY
ARTICLES OR SERVICES
AMOUNT
1 EA Bearing #73408 16.95
2 EA Retaining NUTS @ 1.45 2.90
Vendor Acme Industrial Supply
Address 4474 Business St.
San Diego, Calif.
By
Title Salesman
(DO NOT SIGN IN DUPLICATE)
Purpose (Project, etc.)
Appropriation and Accounting Classification
86NP0163

STEP 1 - INTERIM RECEIPT PORTION COMPLETED AND SIGNED BY PERSON TO WHOM CASH ADVANCED. RETAINED BY IMPREST FUND CASHIER. SUBVOUCHER PORTION GIVEN TO INDIVIDUAL FOR USE AS DEALER'S BILL.

STEP 2 - INDIVIDUAL MAKES PURCHASE AND OBTAINS EITHER A SIGNED DEALER'S BILL OR THE SIGNATURE OF THE SUPPLIER OR HIS AGENT ON THE SUBVOUCHER.

STEP 3 - PERSON WHO MAKES PURCHASE RETURNS SIGNED RECEIPT OR DEALER'S BILL WITH UNUSED AMOUNT OF THE CASH ADVANCED TO IMPREST FUND CASHIER.

STEP 4 - IMPREST FUND CASHIER VERIFIES DEALER'S BILL OR COMPLETED SUBVOUCHER AND RETURNS INTERIM RECEIPT, MARKED "VOID", TO INDIVIDUAL.

Figure 5-14.—Example of a Receipt for Cash-Subvoucher, STD Form 1165.

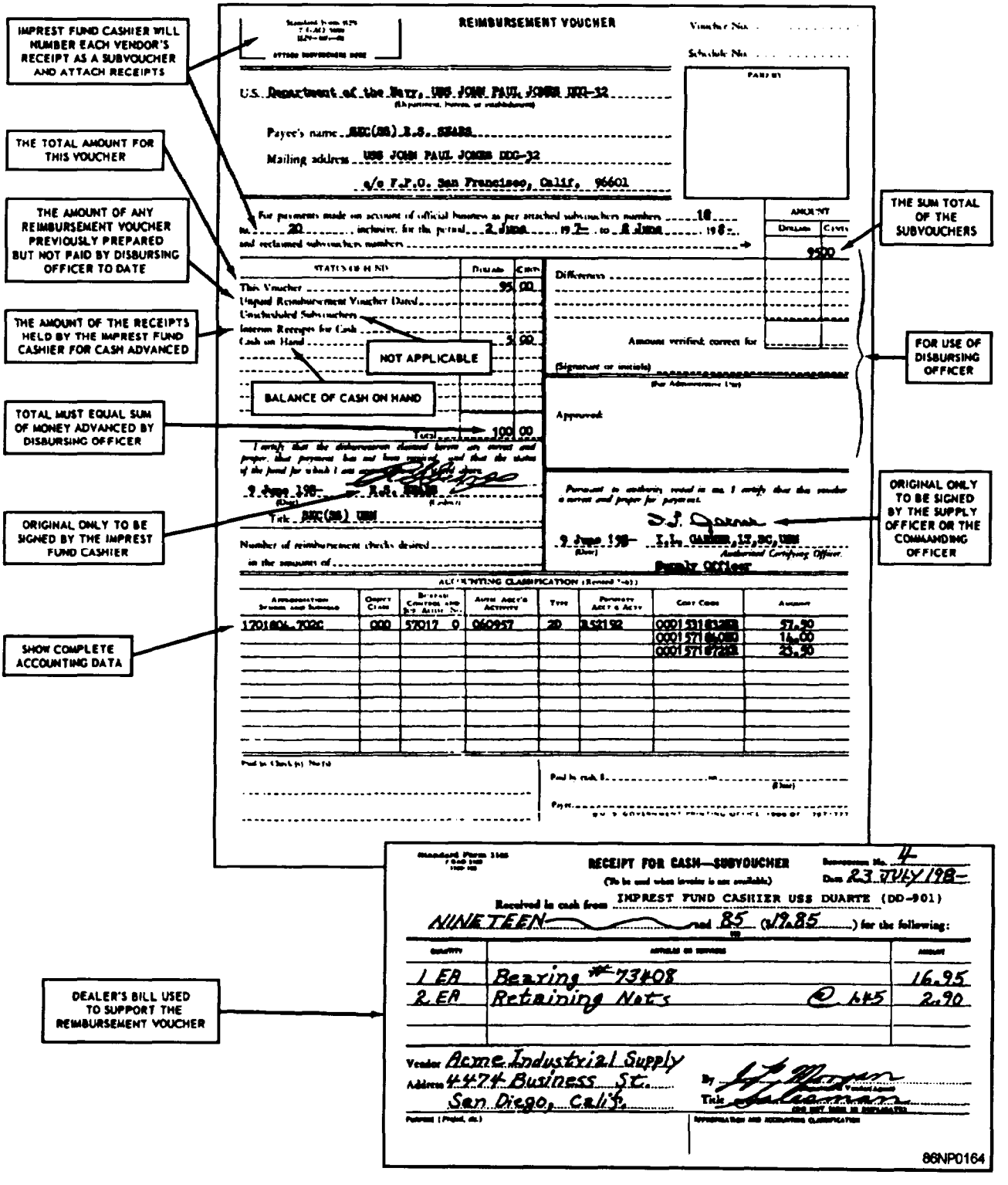

IMPREST FUND CASHIER WILL NUMBER EACH VENDOR'S RECEIPT AS A SUBVOUCHER AND ATTACH RECEIPTS
THE TOTAL AMOUNT FOR THIS VOUCHER
THE AMOUNT OF ANY REIMBURSEMENT VOUCHER PREVIOUSLY PREPARED BUT NOT PAID BY DISBURSING OFFICER TO DATE
THE AMOUNT OF THE RECEIPTS HELD BY THE IMPREST FUND CASHIER FOR CASH ADVANCED
NOT APPLICABLE
BALANCE OF CASH ON HAND
TOTAL MUST EQUAL SUM OF MONEY ADVANCED BY DISBURSING OFFICER
ORIGINAL ONLY TO BE SIGNED BY THE IMPREST FUND CASHIER
SHOW COMPLETE ACCOUNTING DATA
DEALER'S BILL USED TO SUPPORT THE REIMBURSEMENT VOUCHER
THE SUM TOTAL OF THE SUBVOUCHERS
FOR USE OF DISBURSING OFFICER
ORIGINAL ONLY TO BE SIGNED BY THE SUPPLY OFFICER OR THE COMMANDING OFFICER
REIMBURSEMENT VOUCHER
RECEIPT FOR CASH—SUBVOUCHER
Acme Industrial Supply
4474 Business St.
San Diego, Calif.
86NP0164

Figure 5-15.—Example of an Imprest Fund Reimbursement Voucher (STD Form 1129) with supporting purchase receipts.

Records

Recordskeeping for the imprest fund must be kept to a minimum, consistent with the requirement that adequate controls be maintained.

VOUCHER CONTROL.— The imprest fund cashier maintains, a complete suspense file of all original sales documents and DD Forms1165 for which reimbursement has not been made. When these vouchers are submitted to the disbursing officer for

reimbursement, a retained copy of the Standard Form 1129 is filed pending reimbursement and return of a "paid" copy of the Standard Form 1129 from the disbursing officer. The "paid" copies of Standard Forms 1129 returned by the disbursing officer should be filed in chronological order and retained for 2 years.

IMPREST FUND PURCHASE LOG.— A locally prepared imprest fired purchase log must be maintained by the imprest fund cashier to provide a record of each transaction. An example of the log is shown in figure 5-16.

ORDERING UNDER CONTRACTS

Supply activities ashore negotiate various type contracts with commercial vendors to provide material and services required by ships and activities. These are discussed in the following paragraphs.

Indefinite Delivery Contracts

An indefinite delivery contract exists when the terms and conditions that a supplier will deliver specified supplies or services in response to orders have been agreed to. The time of delivery is specified in the order rather than in the contract. At many ports arrangements have been made for ships to obtain supplies and services from commercial companies by placing orders under indefinite delivery contracts for supplies and services such as:

- Rubber stamps
- Laundry and drycleaning services
- Fuel and lubricating oils
- Repair and cleaning of special clothing
- Repair of office machines

Ships and activities in the area are advised of these contracts by means of contract bulletins issued by the contracting office. The Order for Supplies or Service/Request for Quotation (DD Form 1155) is used to obtain delivery under contract. The order must include the contract number, discount terms, "X in the "Delivery" square, and schedule information. Figure 5-17 is an example of a DD Form 1155 prepared to obtain delivery of an item under an indefinite delivery-type contract.

Blanket Purchase Agreements

A blanket purchase agreement (BPA) is an arrangement with a vendor to furnish designated categories of material for a specific period of time. BPAs are made by shore supply activities. This method of effecting purchases in the open market provides an easy way to establish charge accounts with qualified

PURCHASE NO.	DATE	DEPT.	NOMENCLATURE	SUPPLIER	AMOUNT	REIMBURSEMENT VOUCHER NO.	OBLIGATION DOCUMENT NO.
16	5/27/83	ENG.	CEMENT, EPOXY	SEARS ROEBUCK, SAN FRANCISCO	18.50	62-70	3147-1796
17	5/29/83	SUP.	TONER	XEROX INC., SAN FRANCISCO	73.00	62-70	3149-1802
18	6/2/83	ENG.	FIRE HOSE NOZZLE	DEF. CO, SAN FRANCISCO	57.50		3153-1832
19	6/6/83	SUP.	FACIMILE STAMPS	MUTH CO, OAKLAND	14.00		3157-1840
20	6/6/83	GUN.	GASKETS	GATES MFG, OAKLAND	23.50		3157-1852

09NP0021

Figure 5-16.-Example of an imprest fund purchase log.

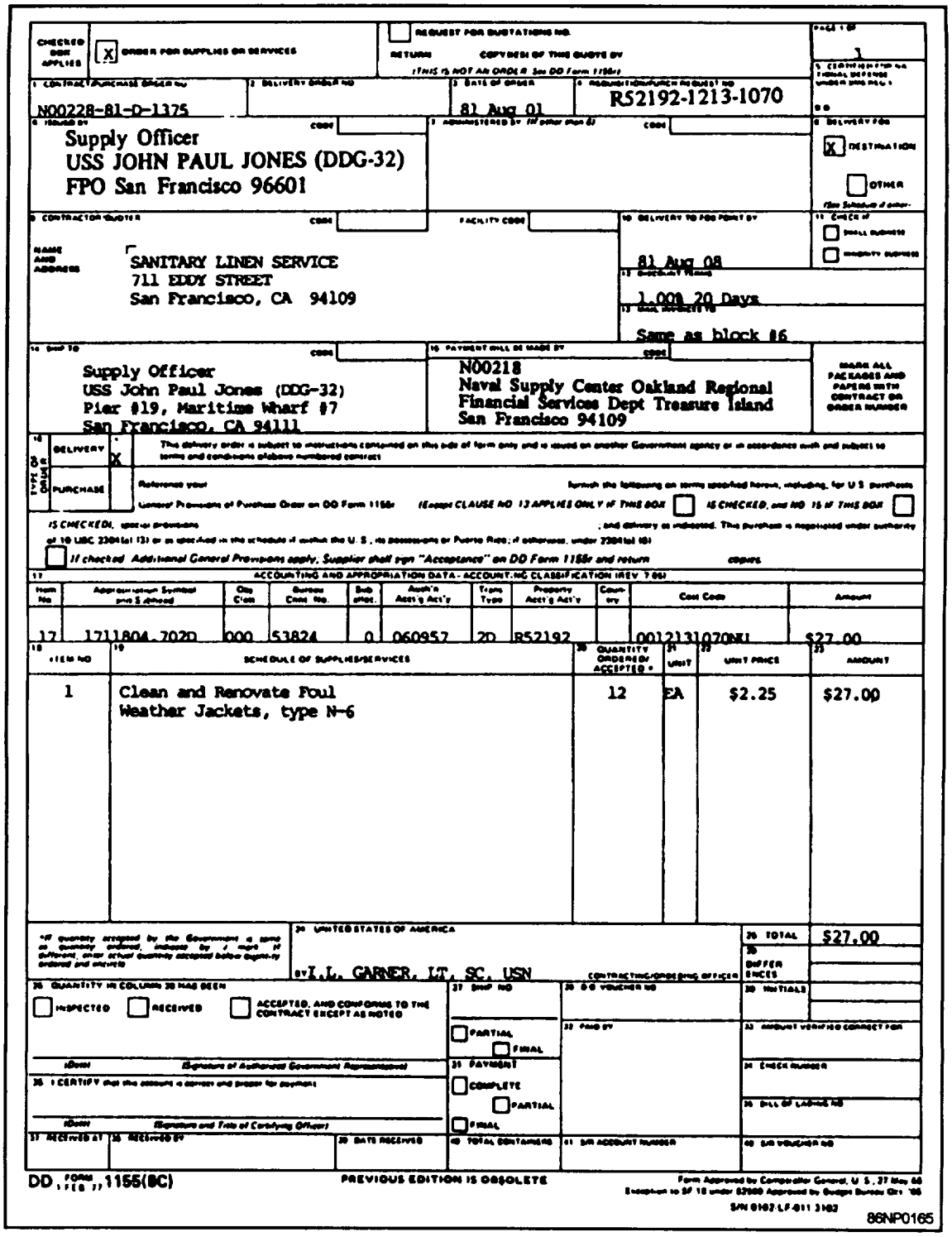


Figure 5-17.-Example of an Order Under Indefinite Delivery Contract (DD Form 1155).

sources of supply 10 make small purchases of items of the same general category. Such an arrangement eliminates the need to issue several purchase orders for small requirements by providing for purchases to be made by placing calls either orally or by informal memoranda against the blanket purchase agreement.

OBTAINING BPA.— When a BPA is desired and the conditions in the NAVSUP P-485 exist, the supply officer, or commanding officer of a ship without a Supply Corps officer attached may request that the supporting shore supply activity establish a BPA. A copy of this letter must be forwarded to the type

commander, and it must contain the following information:

- Type of supplies or services required..
- Suggested sources of supply.
- Period of time during which the supplies or services will be required.
- Name or names of individuals within the supply department authorized to place orders against the BPA.

When determined by the supply activity that the request is justifiable, it will negotiate and prepare the BPA. Copies of the BPA are then provided to the ship, the vendor, and the activity designated to make payment.

Material is obtained by the authorized person designated in the BPA by placing calls to the vendor. Consult NAVSUP **P-485** for additional information on call procedures, billing, screening, and the review **required** under the BPA procedure.

Fast Payment Procedure

The "fast payment procedure" is used only for relatively small purchases and is initiated only by activities ashore. You are likely to receive material that has been ordered by this method, and you need to know how it works.

When you submit a requisition for purchase action and the supply activity responds by placing a fast payment order with a commercial supplier, you receive a copy of the purchase order and a pre-addressed postcard "Report of nonreceipt, damage, or nonconformance" (figure 5-18). You fill out and mail the postcard only if you receive damaged or

REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE

Important: Complete and return this card to the Naval Supply Center if material is not received within 60 days after delivery date specified in order; or upon receipt of damage of nonconforming supplies.

NSC Purchase Order No.	Reqn. No.
N00228-83-V-0134	56789-3123-5477

The supplies listed in the above purchase order were (check one)

☑ Not received

☐ Received but rejected - Letter report attached

Receiving activity	Date
USS JOHN PAUL JONES DDG-32	16 Aug 8-
Signature [signature]	Title Supply Officer

BACK

NAVY DEPARTMENT

OFFICIAL BUSINESS

POSTAGE AND FEES PAID
NAVY DEPARTMENT
DOD-316

Commanding Officer
Naval Supply Center
Oakland, California 94625

09NP0022

FRONT

Figure 5-18.-Example of a report of nonreceipt, damage, or nonconformance card.

nonconforming supplies, or if the material is not received within 60 days after the delivery date specified on the purchase order.

The supplier who receives a fast payment order ships the material to the designated address and at the same time sends an invoice to the paying activity. The supplier certifies on his invoice that he has complied with the terms of the purchase order, and agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase requirements.

The procedure is designed to eliminate the time and expense required for inspection and acceptance of small purchases before delivery to ships, overseas activities, or other distant points, and to permit payment to the supplier when the material is shipped.

CHAPTER 6

RECEIPT, CUSTODY, AND STOWAGE

For every procurement action, except for cancellations, there is a receipt action. When a requisition is prepared, only the first of several supply functions has been taken. The material must be received, identified, checked, and distributed to the storerooms or ordering departments.

You might think of a Storekeeper's work as being a circle formed by a chain with each link representing a specific job. Each link is dependent on the others just as there is a relationship between all Storekeeper jobs. If the procurement documents were properly prepared, the receiving procedure will be relatively simple. If receipts are accomplished properly, the rest of the steps are easier.

This chapter discusses the general shipboard procedures that must be followed in receiving stores, stowing the material and processing the receipt documents. The actual steps to accomplish this vary greatly from ship to ship depending upon the size and volume of stores. Whether one Storekeeper does many jobs or there are individuals assigned to specific jobs, the end result must meet the requirements set forth in NAVSUP P-485.

MATERIAL RECEIPT

As in every operation, responsibility for actions to be taken are assigned to key personnel. In receipt of government-owned material for your ship, responsibility takes on added importance because of the many types of material receipts and the required accountability. The SK3 and SK2 should be aware of the receipt responsibilities of the following personnel in order to assist in the receipt of material and to prepare themselves for added responsibilities as they advance in their career.

SUPPLY OFFICER— Is responsible for the receipt, identification, inspection, and distribution of all incoming stores. This does not include medical supplies (except on special accounting classes 207 and 224 ships), Marine Corps stores, bulk petroleum products, and ammunition. The supply officer is also responsible for the processing of receipt documentation. The supply officer will delegate the responsibility for the physical receipt of incoming stores to the leading storeroom Storekeeper.

LEADING STOREROOM STOREKEEPER— Makes sure that incoming material is receipted, identified, inspected, sorted, and distributed, Material may be distributed to supply department storerooms or to other departments when the material is marked for direct turnover (DTO). The leading storeroom Storekeeper also makes sure that receipt documents are accurately annotated and distributed for processing. If the leading storeroom Storekeeper is not there during normal working hours, the next senior storeroom Storekeeper will assume these duties. In performing these duties, the Storekeeper delegated the responsibility of receiving incoming stores will exercise direction over other Storekeepers and the working parties handling these stores.

DUTY STOREKEEPER— Makes sure that material delivered after normal working hours, is receipted, identified, inspected, and placed in the designated receiving section, or turned over to the appropriate department if the receipt document is marked for DTO. The duty Storekeeper makes sure that receipt documents are properly annotated and given to the leading storeroom Storekeeper the next workday.

TYPES OF RECEIPTS

There are several types of receipts with various forms used to document the delivery of material.

Receipts from Purchase

Receipts from purchase normally include materials or services received from vendors as a result of activity purchase action. Receipt documents may include direct purchase receipts milting from the use of DD Form 1155 or the imprest fund. Receipts from purchase also include material received from contractors as a result of an inventory manager initiated contract. there are invoiced on Material Inspection and Receiving Report (DD Form 250) or Order for Supplies and Services/Request for Quotations (DD Form 1155).

Receipts from Ashore Activities

Materials received from ashore supply officers are normally documented on a DOD Single Line Item Release/Receipt Document (DD Form 1348-1).

Receipts from Afloat Supply Activities

Materials received from CLF ships have by an ADP list of the items requested, and a DD Form 1348m for each item. Material received from other afloat units may have either a DD Form 1348-1, the white copy of a DD Form 1348, or a NAVSUP 1250-1 that was submitted as a requisition document.

Receipts from Other Appropriations

Material received from other appropriations (ship's store or Marine Corps, etc.) are normally documented on a Requisition and Invoice/Shipping Document (DD Form 1149).

Miscellaneous Receipts

Miscellaneous receipts include automatic shipments or consignments of material that are not related to a ship's procurement document. An example would be the delivery of an electronic test set or radiac equipment incident to a Naval Electronic Systems Command (NAVELEX) shipment order. Material provided under the Shortage and Valuable Excess (SAVE) program and excess of controlled equipage distributed by type commanders, are also included.

METHODS OF RECEIVING

Stores will be received by direct delivery, freight, or mail. Direct delivery consists of material delivered to the ship by a supply support activity, a commercial vendor, or material picked up by the ship's representative. Freight is material shipped via the Department of Defense transportation or commercial freight system usually is accompanied by a government or commercial bill of lading. Mail consists of all material forwarded by the U.S. Postal Service.

RECEIPT DOCUMENTATION

Material received aboard ship maybe accompanied with a variety of receipt documents depending on how the material was requested the issuing activity, and the modes of transportation used in delivery. Before actual receipt, other documents are received showing notice of material procurement, inspection, movement, and billing. Particular circumstances will dictate what documents will be received with a given commodity. There are, however, certain certifications and/or annotations common to all receipt documents. The end-use receiver must:

1. date the document upon receipt
2. circle the quantity accepted, and
3. sign the document to indicate receipt.

Receipts from supply activities are invoiced on DOD Single Line Item Release/Receipt Document (DD Form 1348-1). Figure 6-1 shows a DD Form 1348-1. You can see how the codes placed on the requisitions have been used on the DD Form 1348-1.

If you were checking in this material, you would know that it was for stock since the storeroom location, A3456, is shown in the supplementary address block and repealed in block C. You would then check the NSN on the material and the quantity received to make sure it agrees with the DD Form 1348-1. The circled quantity indicates that the shown quantity was received.

Material ordered from another ship is normally received with a copy of the DD Form 1348 or NAVSUP Form 1250-1. Purchased material maybe received with copies of a purchase order or dealer's invoice. The receiving procedure is the same regardless of the form used.

All materials received should be accompanied by receipt documents. However, material is occasionally received without them. When this happens, a "dummy invoice" must be prepared. The dummy invoice should show all available information; i.e., supplier, procurement document number, description of the material, NSN, unit of issue, and quantity received. This information may be obtained from markings on the container and material. With this information, the supply office can probably match the material with its procurement document. Also, a Report of Discrepancy (ROD), Standard Form 364, must be submitted for material received without documentation.

A Material Inspection and Receiving Report (DD Form 250) is a multipurpose document that provides evidence of inspection or acceptance at either the material source or its destination. It is used to substantiate contract payments. When material is furnished direct to an afloat activity by a commercial contractor and inspection or acceptance at destination is indicated on the DD Form 250, the material will be inspected by appropriate technical personal. The form

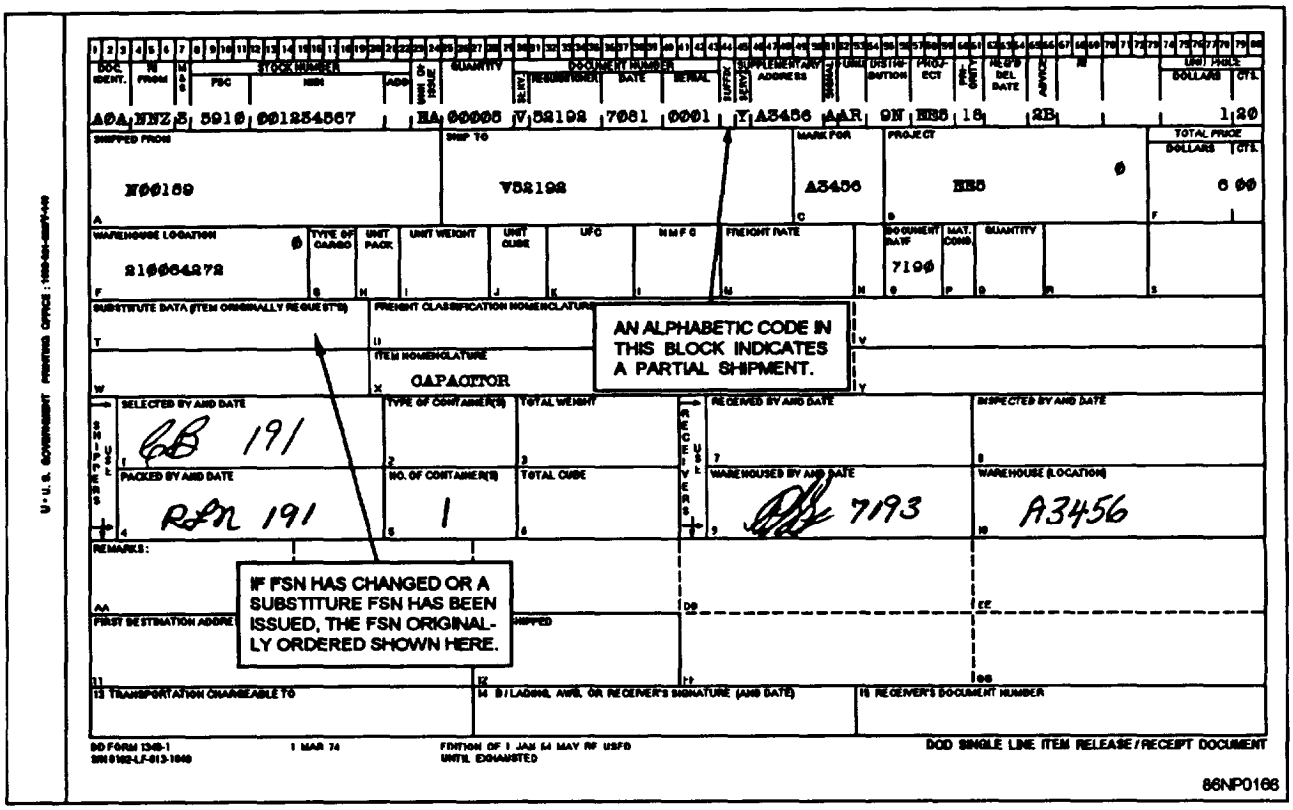

AN ALPHABETIC CODE IN THIS BLOCK INDICATES A PARTIAL SHIPMENT.
IF FSN HAS CHANGED OR A SUBSTITURE FSN HAS BEEN ISSUED, THE FSN ORIGINALLY ORDERED SHOWN HERE.
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT
86NP0166

Figure 6-1.—Example of a DOD Single Line Item Release/Receipt Document, DD Form 1348-1.

is completed by the technical representative and the receiving Storekeeper. Entries to be completed on the DD-Form 250 are shown in figure 6-2.

SERVMART RECEIPTS

Upon completion of shopping action, all material must be returned to the ship. The supply officer or the designated representative, using the SERVMART Shopping List (SSL) will count the material. Receipt quantities will be verified by placing a check made next to the quantity and the original SSL will be marked "receipt inspected and verified," dated, and signed.

FILES USED IN RECEIPT PROCESSING

Files are maintained for documents that apply to incoming material receipts. On receipt of the material, they are used m the receiving process. Files also are required for holding such documents subsequent to processing in order to provide a retained record of proofs of receipt and/or disposition of material.

Material Outstanding File

The material outstanding file has a copy of procurement documents originated by the ship for material and services not yet received. It also includes related documentation such as followups, supply status and shipping status, as well as shipping documents that are specifically applicable to a single item.

Material Completed File

The material completed file has a copy of all ship originated procurement documents which have been removed from the material outstanding file. However, such documents will not be filed in the material completed file until receipt procedures for all items are complete and payment processing for purchased material has been accomplished.

Multiple Item Shipping Documents

OUTSTANDING FILE.— Shipping memoranda, transportation control movement documents (TCMDs), and other types of shipping papers may show multiple item shipments that have not been received. They

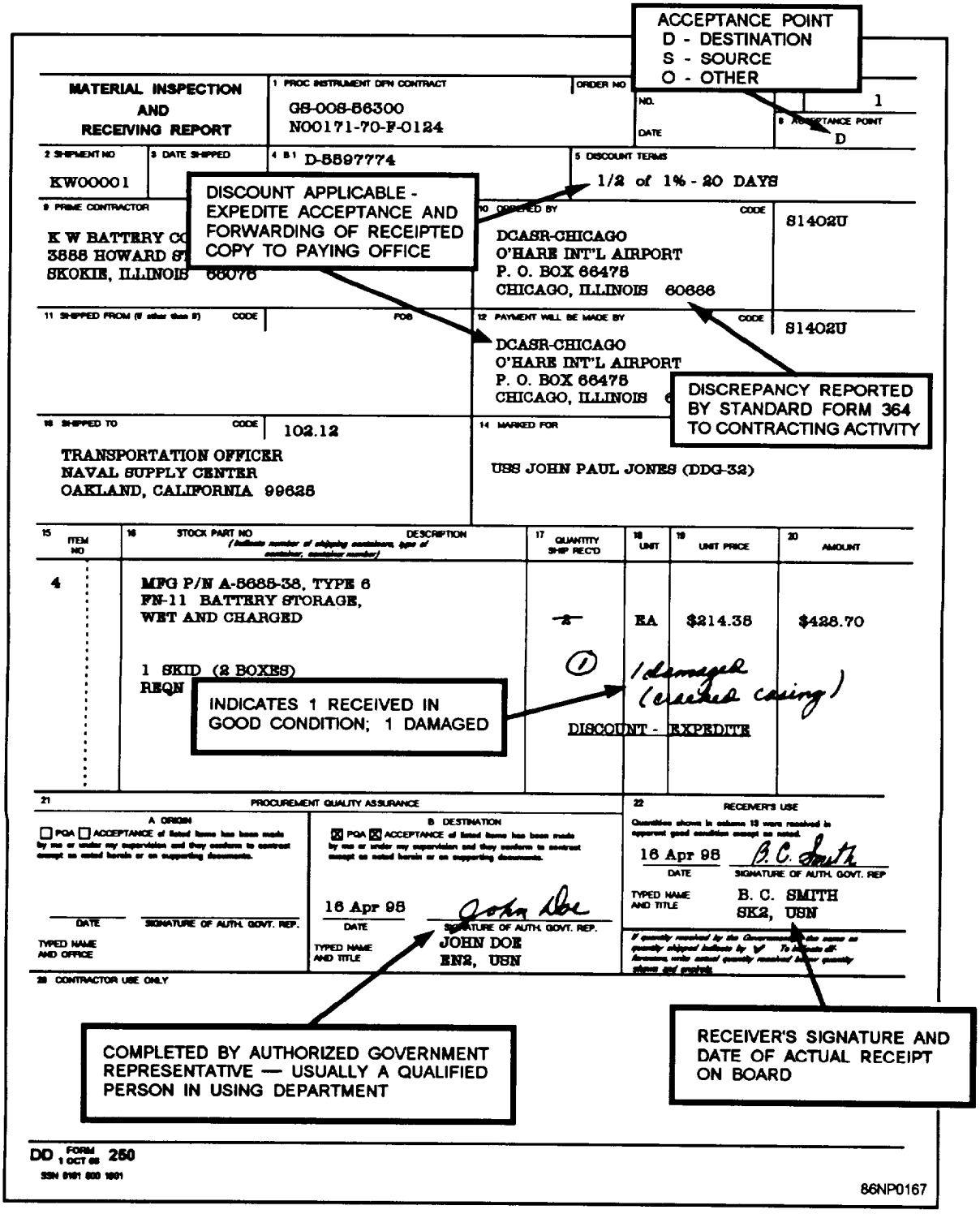


Figure 6-2.—Example of a Material Inspection and Receiving Report, DD Form 250.

should be maintained in the supply office or main receiving area. Outstanding documents will be filed according to shipment destinations.The supply officer should review this file prior to entering port.

COMPLETED FILE.— When the multiple item shipment is received, the outstanding documents will be annotated to indicate date of receipt and any discrepancies noted. Then they are filed in a separate folder marked "completed shipping documents."

Miscellaneous Receipt File

The miscellaneous receipt file contains shipping documents that apply to material consignments not

initiated by a ship's proctuement document. When received, the related document(s) from the miscellaneous receipt file will be annotated with the receipt date. Then it is by the responsible material custodian. The document is then filed in a "completed" segment of the miscellaneous receipt file, or in a separate "completed" file if preferred. In addition, a consumption document will be prepared and processed under ACCESS for each item that is issued as DTO material.

RECEIVING PROCEDURES

Small quantities of stores received on a daily basis through the mail generally do not require special preparations for receipt. Stores which are delivered to the ship in large quantities are stacked on the deck or pier. They are held there until the preliminary identification and package counts are completed. They are then sorted by department or storeroom depending on where they will be distributed. When practical, a central location below decks is designated for the final and detailed processing of incoming stem. This location should be as near to the storerooms as possible, accessible to hatches, but away from the ordinary course of ship's traffic.

Receipts from Naval Activities

Stores received from naval activities require a quantity inspection only. Quality inspection is made by an ashore supply activity when it accepted the material from the supplier. It is not necessary to duplicate the inspection aboard ship. The receiving individual, however, will make inspections to detect any deterioration or breakage that may have occurred since the quality inspection. When stores are received from naval activities in bales, packages or cases they need not be opened to ascertain their contents. The receiving Storekeeper will receipt for them according to their external markings and package count. If any package shows evidence of tampering, it will be opened and the contents verified by count. The procedures outlined in the NAVSUP P-485 will be followed when there is a difference between quantity received and quantity indicated on the shipping document. Acceptance of the entire quantity shipped will be indicated by circling this quantity on the shipping document. The document always will be signed and dated by the receiving individual.

Mail

Normally material shipped by mail does not pass through the initial receiving process. It is delivered from the ship's post office directly the stores receiving area. Except in the case of registered or certified mail, the preliminary inspection/count usually does not take place.

Receipts from the Marine Corps and Other Government Activities

Receipts of stores from other government activities will be inspected for both quantity and quality when delivered to the ship. Stores will be inspected by the receiving individual to verify that they are of acceptable quality. If the receiving individual is not qualified to perform a quality inspection (i.e., a Storekeeper inspecting technical repair parts for stock), the department head who will use this material will provide someone qualified to perform the inspection. After the quantity and quality inspections, acceptance will be indicated by the receiving individual as discussed in the paragraph titled "Receipts from Naval Activities."

Receipts from Commercial Sources

When material has been inspected and accepted by an ashore activity, inspection for quality is not required afloat. However, a quantity inspection must be performed prior to acceptance. Material received that has not been inspected and accepted ashore, the receiving Storekeeper, will conduct an inspection for quality and quantity. Technical personnel will be used when needed. A full and thorough quality inspection will be conducted. All packages will be opened and the contents verified by count. When possible, DTO material will be inspected and accepted by the cognizant department head or an appointed representative. Deliveries from commercial sources should be accompanied with itemized copies of invoices or delivery papers. Individuals will not receipt for material unless a copy of the receipt document can be retained. Material will not be accepted unless the receiving individual is satisfied that it conforms to the specifications included in the purchase document or contract. When directed by the commanding officer, material with minor defects may be accepted. (Refer to the NAVSUP P-485 for special procedures required for receipting and processing delivery tickets for purchases under a blanket purchase agreement.)

Underway Replenishment Materials

The package count is verified just like receipts from supply activities. Signed receipts are not required.

Pickup Material

Material picked up by the ship's representative, will be inspected for quantity at the time of pickup. If the material is purchased, the ship's representative should be qualified to make the technical quality inspection before accepting the material.

DISPOSITION OF MATERIAL

After the preliminary checks described above are completed, the stores are sorted for distribution. At this point DTO material may be turned over to the department representatives. Get signatures on a copy of the receipt paper. You are now ready to move the rest of the material to the storerooms. If the supplementary address block of the requisition shows storeroom locations, case lots or other unit pack materials may be taken to the storeroom. This happens after the receiving Storekeeper pulls one copy of the receipt document and verifies the material and quantity. Receipt of the invoiced quantity is shown by circling the quantity on the receipt document. If the correct quantity is not received, draw a line through the invoiced quantity and enter the quantity received.

Repacked boxes along with any unidentified items are moved to a location below decks. Here the incoming stores, including parcel post, are unpacked. They are checked against receipt documents to verify the materials and quantity, and sorted by storeroom or DTO. DTO material should be turned over to the ordering department as soon as Possible. Make sure you get the signature of the department representative on a copy of the receipt paper.

RECEIPT AND PACKAGING DISCREPANCIES

'The receiving activity reports shipping-type (item) or packaging discrepancies that are the shipper's responsibility using a Report of Discrepancy (ROD), Standard Form 364. The purpose of the ROD is to determine the cause of such discrepancies, effect corrective action and prevent recurrence. When both item and packaging discrepancies are noted on the same shipment, both blocks on the top of the STD Form 364 will be checked. The types of discrepancies required to be reported are described in the NAVSUP P-485. For detailed instructions in the preparation and distribution of the ROD, refer to NAVMATINST 4355.73 series.

Underway Replenishment (UNREP) Receipt Discrepancies

Discrepancies in quantities, unit prices, price extension and document number between a requisition and receipt document are to be resolved directly with the UNREP ship. Losses of $100 or less will be absorbed by the receiver. Such discrepancies should be communicated by message as soon as possible after the UNREP. If notified before the transmitting the expenditure documents to the DFAS. The issuing ship normally can replace them with accurate documents. This can preclude the need for credit documents at a later date. (Refer to the NAVSUP P-485 for detailed information.)

Loss of Material in Transit Due to Enemy Action

When shipping documents or invoices show that material was shipped but not received is due to loss by enemy action, the receipt documents are to be stamped or otherwise have noted upon them:

> "Lost in transit by enemy action. Reference (authority for statement of loss). Expended without survey."

DETERMINING WHEN A SHIPMENT IS CONSIDERED COMPLETE

Shipments are considered complete when the responsibility for the material passes from the supplier to the receiver. For receipts from purchase, the delivery is complete when the material is delivered to the place designated in the purchase document and a signed receipt obtained. Deliveries of material from other ships or supply activities are complete when material is turned over to the ship's representative and signed receipts obtained. During underway replenishment, delivery is complete when the material clears the side of the issuing ship.

CUSTODY

The term "custody" is used to mean the responsibility for proper care, stowage, use, and records of Navy material.

SUPPLY OFFICER RESPONSIBILITY

The supply officer is responsible for all supplies carried in stock except ammunition, fuel, Marine Corps supplies and medical material. When the supplies are stowed in supply storerooms, the supply officer is said to have actual custody (physical possession) of the material, and has full responsibility for the material; i.e., procurement, receipt, stowage, expenditure, and stock records.

The responsibility of custody may be divided. Sometimes it is impossible or impractical to stow material in supply storerooms because of limited storeroom space or inadequate storeroom space for large items, big quantities, or for highly technical or sensitive material. Under these circumstance the material may be stowed in spaces under the control of other departments. The material is in the custody of the other departments since they have physical possession, but it is still in the technical custody of the supply officer. The head of the department having actual custody is responsible for proper stowage, inventory, and use of the material. The supply officer, in exercising technical custody, maintains stock morals, requisitions replenishment stock and provides written instructions to the custodian. Figure 6-3 illustrates this concept.

RESPONSIBILITY OF CUSTODIAN

The storeroom Storekeeper is the custodian of all material stored in the storeroom and is responsible to the supply officer.

SECURITY OF MATERIAL

Material in store will be kept under lock and key in all cases unless the material is of such quantity or dimensions as to make storeroom storage impractical. Storeroom spaces will be locked securely when not in use. Personnel in charge of such spaces are responsible to make sure that security is maintained for all stores in their custody. Persons other than the individual responsible for stowage spaces normally will not be allowed access to stores. An authorized person will always be present when the spaces are open for use. Other persons will be admitted only when necessary for

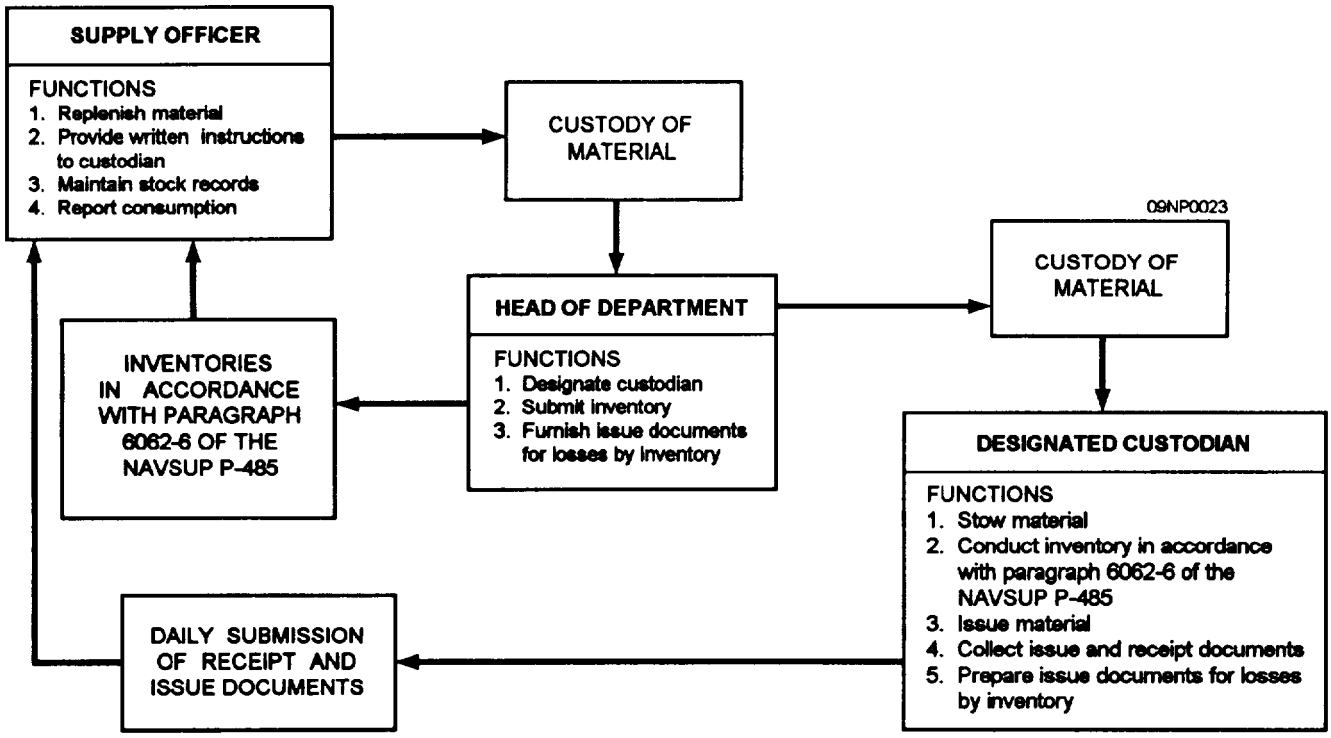

SUPPLY OFFICER
FUNCTIONS
1. Replenish material
2. Provide written instructions to custodian
3. Maintain stock records
4. Report consumption
CUSTODY OF MATERIAL
09NP0023
CUSTODY OF MATERIAL
HEAD OF DEPARTMENT
FUNCTIONS
1. Designate custodian
2. Submit inventory
3. Furnish issue documents for losses by inventory
INVENTORIES IN ACCORDANCE WITH PARAGRAPH 6062-6 OF THE NAVSUP P-485
DESIGNATED CUSTODIAN
FUNCTIONS
1. Stow material
2. Conduct inventory in accordance with paragraph 6062-6 of the NAVSUP P-485
3. Issue material
4. Collect issue and receipt documents
5. Prepare issue documents for losses by inventory
DAILY SUBMISSION OF RECEIPT AND ISSUE DOCUMENTS

Figure 6-3.-Stock material in custody/subcustody of other department beads.

the stowage and breakout of material or in emergencies (e.g., fire, battle damage, etc.) or as follows:

INSPECTION— Personnel will be allowed access to stowage spaces for purposes of inspection as directed by the commanding officer. Such personnel will not be given the keys to the spaces but will be escorted by responsible personnel as directed by the supply officer.

ACCESS FOR DAMAGE CONTROL PURPOSES— Access to stowage spaces will be authorized to damage control personnel when performing their duties. Stowage spaces will not be secured in such a manner that access using ordinary damage control equipment is impeded in an emergency.

PERMISSION FOR ENTRY— Permission for entry of persons not ordinarily authorized access to stowage spaces will be granted by the supply officer or, in the supply officer's absence, the commanding officer, executive officer, or command duty officer.

Private Use of Stores

Public supplies may not be used by any individual except for emergency issues to persons in distress as authorized by NAVSUP P-485. Issues of material must be made only on authorized issue or transfer documents.

Protection of Stores

The storeroom Storekeeper is responsible for proper stowage of materials to protect them from damage and deterioration while in storage.

STOWAGE

Materials in shipboard storerooms and other stowage areas should be arranged to:

- Make maximum use of space.
- Provide orderly stowage and ready accessibility.
- Prevent damage to the ship or injury to personnel.
- Reduce the possibility of material loss or damage.
- Facilitate the issue of the oldest stock first (i.e., by first-in-first-out (FIFO) method).
- Facilitate inventories

These requirements and other instructions in this section provide basic guidelines which, if observed with a "common sense" approach, will help storeroom Storekeepers to achieve optimum stowage efficiency.

MATERIAL IDENTIFICATION

Material custodians will make sure that all items in stowage are legibly marked, tagged, or labeled with an NSN, NICN, or other identification number. When needed, technical assistance from other departments should be used to determine the identification numbers of unmarked materials. Items that cannot be identified will be turned in ashore for disposition.

MATERIAL PROTECTION LEVELS

Material procured for the Navy is provided preservation-packaging and packing that the inventory manager feels will protect it from deterioration and damage during shipment, handling, and stowage. The protection levels specified to be code marked on unit packages and exterior shipping containment are described in the NAVSUP P-485.

Shipboard Responsibilities

Since most materials received by afloat units were adequately packaged and packed before shipment, the ship's responsibilities generally will be limited to:

- Keeping repair parts in their original packaging until issued
- Repackaging and repacking items that *were* inadequately or improperly protected when received, or that have had their packaging damaged or removed while in stowage
- Reporting material received in an unsatisfactory condition due to inadequate or improper preservation, packaging, or marking
- providing adequate protection of ready for issue (RFI) materials and unserviceable mandatory turn-in repairable to be transferred to another activity (Refer to NAVSUP P-484, Supply Afloat Packaging Procedres.)

LOCATOR SYSTEM

The location of each item in stock will be recorded in its stock record and the Afloat Locator/Inventory Record, NAVSUP Form 1075, (if maintained). Each location will have a five-character alphanumeric (e.g., B0168), designation except when the configuration of the stowage area(s) or physical characteristics of the material dictate an alternate system.

RELOCATION OF MATERIAL IN STOWAGE

Transfer of material between storerooms or to different locations in the same storeroom will be supervised by the leading storeroom Storekeeper, who will make sure that

- material is protected from loss or damage during the move
- material is correctly stowed in the new location
- new locations are promptly and accurately recorded in the materials stock records (and inventory/locator records if maintained).

TYPES AND QUANTITIES OF MATERIAL

In allocating available space, consideration must be given to the categories of material that must be stowed separately (e.g., ship's stem stock food, clothing, bulk consumables, repair parts), and the volume of stowage space needed for the required quantities in each category.

MATERIAL CHARACTERISTICS

In allocating stowage space, consideration must be given to the physical characteristics of the material to be stowed (i.e., weight and size, fragility, perishability, flammability, susceptibility to theft, damage from heat or moisture, and other properties that may affect the safety of the ship or the crew).

STOREROOM CHARACTERISTICS

The number, locations, shapes, and sizes of supply department storerooms vary significantly in each type of ship. Therefore, each supply officer must carefully study the configuration and capacity of available stowage spaces when determining the type and quantity of material to be stowed in each. The location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures, and other structures must be considered in planning the stowage layout. Architectural "obstructions" are altered, when possible and as necessary, to create additional space.

SPACE LAYOUT FACTORS

To the maximum extent that available space permits, you must adhere to the following guidelines when stowing general stems:

- Locate heavy bulk materials in areas convenient to hatches and materials-handling equipment. This minimizes the physical effort required for loading, stowage, and breakouts.
- Locate light bulky material in storerooms with high overhead clearances for maximum use of available space.
- Segregate unlike materials (e.g., hazardous vs nonhazardous, classified vs unclassified, large vs small).
- Locate frequently requested material, such as selected item maintance (SIM) items, as close as possible to the point of issue as possible, in a storeroom that is convenient to maintenance personnel.
- Locate shelf-life items in a readily accessible area to facilitate periodic screening.
- Install appropriate stowage aids in spaces where they can be effectively used.
- Provide for aisles at least 30 inches wide between bins, racks, and/or cabinets.
- Arrange materials with identification labels facing outward to facilitate issues and inventory.
- Avoid multiple locations for the same item.

STOWAGE AIDS

Storerooms are outfitted with bins, racks, shelving, and other stowage aids best suited for the types and quantities of materials to be stowed. When installed stowage aids need to be modified or relocated, or when additionally required stowage aids must be manufactured by a repair ship or shipyard, the supply officer must submit an appropriate work, request to the ship's engineer officer in accordance with the *Ship's Maintenance and Material Management (3-M) Manual* (OPNAVINST 4790.4).

TYPES OF STOREROOMS

You will usually have the types of storerooms main issue, bulk, and repair parts.

Main Issue Storeroom

The main issue storeroom is the place the supply officer designates as the centralized distribution point for most SIM and shelf-life items. Generally it is the most readily accessible of all stock material stowage spaces when watertight integrity restrictions are in

effect. It also may serve as the ship's Supply Support Center (SSC), if established. It may contain the stock records and those publication files, and other records which the supply officer considers necessary for effective operations. If it does not function as an SSC, it may contain locator/inventory records.

Bulk Storerooms

Bulk storerooms (for general stores) are spaces used for the stowage of case lots of frequently demanded items maintained (in smaller quantities) in an issue storeroom, or for items that are too bulky and cumbersome for stowage in an issue storeroom. Storekeepers assigned to bulk storerooms are responsible to the leading storeroom Storekeeper, who normally is assigned to the main issue storeroom.

Repair Parts Storerooms

Supply department storerooms are used for the stowage of repair parts except bulkhead mounted spares and certain other materials authorized to be stowed in other departmental spaces. Although SIM, shelf-life, and certain other repair parts generally are stowed in the main issue storeroom, most repair parts in supply department custody normally are located in spaces designated as repair parts storerooms. They are usually outfitted with bins, drawer cabinets, and other stowage aids. When required, or when available near the operating spaces to be supported, separate storerooms will be used for stowage of electronic repair parts, hull/mechanical/electrical (HM&E) and ordnance repair parts, nuclear weapons repair pads, reactor plant repair parts, etc.

HAZARDOUS MATERIAL STOREROOMS AND LOCKERS

Certain materials with inherent hazardous properties require special stowage facilities and handling precautions. The Naval *Ships' Technical Manual* and the *Hazardous Material Information System* outline the requirements for shipboard stowage of dangerous and semisafe materials. Shipboard stowage facilities commonly used for hazardous general stores items are discussed in the following subparagraphs.

Flammable Liquids Storeroom

The flammable liquids storeroom normally will be located at either end of the ship, below the full load waterline, not adjacent to a magazine and be equipped with an automatic fire alarm and CO^2 system. This storeroom also should have incandescent and explosion proof overhead lights (protected by lamp guards). The switch should be outside the compartment, and nonsparking vent fans, with the controllers outside the compartment.

ACID LOCKER.— An acid locker is a leakproof, led-lined box, chest, or locker especially designed for stowing bottles or carboys of acid. A label bearing the inscription "ACID BOTTLE STOWAGE in 3/8-inch letters must be securely attached to the lid of each acid locker. Acid lockers will be kept in the flammable liquids storeroom. However, acid lockers which contain only medical acids may be kept in a medical storeroom.

ALCOHOL LOCKER.— An alcohol locker is a chest or locker used for security stowage of grain alcohols which are highly susceptible to pilferage (i.e., ethanol or ethyl alcohol). Alcohol lockers will be located in the flammable liquids storemom. However, lockers that contain only medicinal alcohol (100 proof or less) may be located in any secure space designated by the commanding officer.

MATERIALS REQUIRING SPECIAL HANDLING OR STOWAGE

We will first consider the classifications of material and then discuss the special handling or storage requirements for special types of material that are carried for ship's use. Requirements for cargo stowage are not covered because the types of cargo and ship's characteristics vary and must be considered on an individual basis.

Acid

Liquid acid, unless classified as safe material in the *Naval Ships' Technical Manual,* will be stowed in au acid locker. If an acid locker is not available, acid bottles will be stowed in the flammable liquids storeroom. But in this case, the deck and the lower part of the bulkhead must be covered with a watertight robber lining and a label inscribed "ACID BOTTLE STOWAGE" in 3/8-inch letters must be securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards and should be stowed separately from oxidizing or flammable materials. Corrosive acids (or vapors) must not be allowed to come in contact with the skin or eyes. Storekeeper who stow or issue these acids will wear rubber gloves rubber

aprons, and goggles to protect themselves and their clothing from acid burns.

Alcohol

Since most commonly used alcohols have a flash point below 200 degrees F, they will be stowed in the flammable liquids storeroom. Not all alcohol is readily identifiable by name. For example, many lacquer thinners have methanol (wood alcohol), which is extremely poisonous, as the principal ingredient.

Oxidizing Material

Many shipboard fires with resultant fatalities have been attributed to improper stowage or handling of oxidizing materials particularly calcium hypochlorite. Nitric acid, a strong oxidizer, will be stowed in the acid locker. Oxygen and chlorine gases must be stowed in accordance with the paragraph on compressed gases. All other oxidizers will be stowed in a dry compartment, away from combustible materials.

Calcium hypochlorite itself is noncombustible. However, it is a strong oxidizing agent which will generate heat, liberate chlorine, and cause fire when it comes in contact with paints, oils, greses, detergents, acids, alkalies, antifreeze, fabrics, and other organic and combustible materials. Calcium hypochlorite will be stowed in binhs or lockers labeled "HAZARDOUS MATERIAL CALCIUM HYPOCHLORITE" in red letters on a white background The bins or lockers will not be located in an area which

- is used for stowage of combustible organic materials,
- exceeds 100 degrees F under normal operating conditions,
- is adjacent 10 a magazine,
- is subject to condensation or water accumulation.

Each bin or locker must beat least 5 feet away from any heat source or surface which may exceed 140 degrees F. It will contain no more than 48 6-ounce bottles (for potable water purification) or 36 3-3/4 pound bottles (for sewage waste treatment). The total quantity stowed should not exceed the ship's average endurance level, on CLF ships, calcium hypochbrite may bestowed in general cargo spaces without quantity restriction, provided that the foregoing safety precautions are observed)

Compressed Gases

Compressed gases must be stowed on the weather deck. Unless the ship has below deck stowage spaces specifically designed fix such material. Compressed gas cylinders will be stowed vertically and securely (with valve protection caps in place). They will be stowed away from other flammable materials (especially grease and oil). When compressed gases are stowed on the weather deck, the cylinders will be located as far as possible from navigation, fire control, or gun stations. They will protected from the direct rays of the sun, or accumulation of snow and ice. When compressed gases are stowed below deck, any leaking fumes must be prevented from entering ventilation air-intakes leading to working or living spaces. Since there usually is some gas remaining in most cylinders considered to be empty, "empty" cylinders will be stowed and handled with the same precautions as full cylinders. Compressed gases, particularly the flammable and explosive gases, must be handled with extreme care. Some general rules for handling compressed gas cylinders are:

- Take every precaution to prevent cylinders from being dropped or forcefullly struck against hard surfaces (including other cylinders). Do not tamper with the safety devices in cylinder discharge valves. When cylinders are not in use, be sure that the valve protection caps always are securely attached (If the valve of a compressed gas cylinder should be snapped off, the released energy would cause the cylinder to behave as a missile. For example, a cylinder that is pressurized to 2,200 pounds psi (per square inch) can travel 2,600 feet in free flight, and in a confined space, it could be disastrous.)
- Prevent cylinders from contact with fire, sparks, or electrical circuits. (An exploding steel cylinder would have the same destructive effect as an exploding bomb.)
- Do not drag or slide cylinders when moving. Secure and move them in handtrucks that meet the criteria prescribed in the *Naval Ships' Technical Manual.* If suitable handtrucks are not available, tilt the cylinders and roll them on the bottom edge.
- Secure cylinders in a cradle, pallet, or rack when they are loaded or offloaded with a crane or derrick. Never hoist cylinders with electromagnets, or with hooks or line attached to the valve protection cap.

- Do not alter or deface the numbers or other markings on the cylinders. Do not add markings without approval of the engineer officer. Do not issue cylinders if their contents cannot be identified.

Detailed information relative to the stowage, handling, and use of various types of compressed gases are contained in the *Naval Ships' Technical Manual.* Information pertinent to especially hazardous gases commonly used by ships is as follows.

ACETYLENE.— Acetylene is inherently unstable, and may explode when subjected to heat or shock or upon contact with chlorine or certain metals such as copper, silver, and mercury. Therefore, acetylene must be stowed separately from oxygen or any other materials with which it forms an explosive compound. The gas must never be allowed to escape into an enclosed area The cylinders must be protected from flames, sparks, lightning, and static electricity. Testing for suspected leaks should be done with soapy water.

Toxicity.— In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause unconsciousness and ultimately asphyxiation. Some grades of acetylene also contain many impurities. Therefore, breathing of acetylene in any concentration for any length of time must be avoided.

Upright Stowage Required.— Acetylene in cylinders is dissolved in acetone which has a tendency to flow into the valve if the cylinders a stowed horizontally. For this reason, acetylene must be stowed and used only in an upright position with the valve end up. When it is known or suspected that acetylene cylinders have been stowed on their sides, they will not be used until they have been in a vertical position for at least 2 hours.

OXYGEN AND CHLORINE.— Oxygen and chlorine are oxidizing gases that strongly support combustion. Chlorine is also poisonous. Oxygen and chlorine cylinders must be stowed on the weather deck, or in a separate watertight storeroom which has at least one compartment between it and any space that is used for the stowage of combustibles such as flammable liquids or gases, ammunition, paint, gasoline, and oil.

NONFLAMMABLE GASES.— Helium, nitrogen, carbon dioxide, and argon arem nonflammable gases. Because of their inert characteristics, they may be stowed with flammable or oxidizing gases. Since these non-flammable gases will not support expiration (a sufficient concentration in a closed space will cause asphyxiation), they must bestowed on the weather deck or in other well-ventilated spaces.

AEROSOL PRO DUCTS.— Aerosol products are liquids, solutions, or powders suspended in a gas propellant and contained in dispensers equipped with release valves. Aerosol containers are used for the dispersal of paints, enamels, lacquers, insecticides, silicones rust preventives, etc. The aerosol propellants may be low boiling halogenated hydrocarbons or other hydrocarbons such as liquified propane or isobutane. Aerosol cylinders will burst if exposed to heat sources in excess of 120 degrees F. They are prone to leakage if subjected to impact. Aerosol propellants are extremely flammable and in sufficient concentration, can be anesthetic or asphyxiating. Aerosol products should be stowed in the flammable liquids storeroom, or in cabinets away from oxidizing materials. Mechanical ventilation will be used, when necessary, to remove accumulated vapors.

Flammable or Combustible Material

Flammable liquids have a flash point of 100 degrees F or below. Combustible liquids, greases, and pastes have a flash point of 200 degrees For below. Items which are flammable and/or combustible include:

- gasoline, oils kerosene, and other petroleum products; chemicals;
- stencil paints, marking inks, and printer's ink;
- solvents, thinners, primers, compounds, varnishes and lacquers; alcohol, acetone, ether, and naphtha;
- greases and pastes.

Except for drummed petroleum products, which may be stowed in racks on the weather deck in accordance with the *Naval Ships' Technical Manual,* flammable liquids and other flammable or combustible material will be stowed in the flammable liquids storeroom.

Radioactive Material

Radioactive items listed in the MLN are identified by special material content code "R" (or "X" if radioactive and magnetic). Radioactive instruments, electron tubes, and certain other items are labeled with the conventional United States Nuclear Regulatory Commission (USNRC) radiation symbol. This symbol must NOT be removed or obliterated. The radiation levels of radioactive material depend upon the type and

concentration of isotopes in each. It also depends upon the unit and the number of units stowed together. Any area used for stowage of radioactive material (or each bin if there is no designated area) will be conspicuously posted with the standard radiation symbol and the words "CAUTION RADIOACTIVE MATERIAL." As a minimum, radioactive material will be monitored when initial or replenishment stocks of radioactive items are stowed To prevent absorption of dangerous radioactive particles through skin abrasions, rubber gloves and extreme caution will be used in handling damaged/broken radioactive instruments, electron tubes, etc. Any suspected radiation hazard will be promptly reported to the radiological safety officer and a representative of the medical department.

Toxic Substances

A toxic (poisonous) substance may cause discomfort, asphyxiation and/or death if ingested or inhaled, or if absorbed through the skin. Therefore, adequate precautions must be taken to prevent such dangers when stowing or issuing toxic material. Toxic substances will be stowed in a cool, well-ventilated area, separate from acids. It will be protected from fire hazards or impacts which may break seals or damage containers. Each case, carton, and individual container of toxic material must be labeled with a warning such as the following:

"POISON! IF TAKEN INTERNALLY, WILL CAUSE SERIOUS ILLNESS, AND POSSIBLE DEATH!"

It is particularly important to make sure that containers of poisonous liquids such as industrial alcohol are clearly identified and labeled (ie., to prevent human consumption which can be fatal).

Stowage and handling of miscellaneous nonhazardous material is covered in the NAVSUP P-485.

SHELF-LIFE MATERIAL

Shelf-life material is material that is subject to deterioration. These items are assigned a "SHELF-LIFE CODE which is listed in the ML-N and in the List of Items Requiring Special Handling (LIRSH). The code denotes the shelf-life span of material from date of manufacture to the date when it should be either disposed of, or tested in accordance with the inventory manager's instructions in order to extend the shelf life. Type I codes (alpha) apply to items for which shelf life cannot be extended. Type II codes (numeric) apply to items for which shelf life can be extended

STOREROOM MAINTENANCE

When you are in charge of a storeroom, you are also responsible for maintaining the space. Before you secure each night, sweep the storeroom and remove all trash. Clean bins, shelves, ventilation ducts, and fans periodically. If you practice good housekeeping, your spaces will always present a neat and efficient appearance.

The material condition of your space is also your responsibility. Rust is an ever-present enemy and requires constant vigilance to keep it under control. Rust spots should be chipped, wirem brushed or sanded, primed, and spot painted. Loose bolts should be tightened promptly to prevent possible damage to the storeroom or its contents. Pipes, valves, electrical system, watertight fittings, and firefighting equipment must be examined daily and any defects reported to the Supply Officer.

Daily security reports are required by the supply officer or duty supply officer. The method and time of these reports are established in each ship's routine.

Before getting underway into open seas, storerooms must be thoroughly inspected and secured to prevent stores from shifting due to the ship's motion. Bulk stores must be braced or lashed to bulkheads, stanchions, or battens, and the fronts of open bins and shelves secured to prevent stores from falling out on deck.

Unless approval is obtained from the commanding officer, personal gear must not be stowed in supply storerooms.

SECURITY PROCEDURES

The following general security rules apply to supply department spaces;

1. Materials in store are always kept under lock and key except when the bulk of such material makes stowage under lock and key impractical.
2. Supply spaces are kept locked when not attended by authorized personnel.
3. Responsibility for the security of spaces rests with the person in charge of each space.

4. Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the supply officer or the delegated assistant.
5. No supply space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.
6. Keys to supply space padlocks will not be taken from the ship by the custodian.
7. A key log will be used to identify the holders of keys removed from the key locker.
8. Combinations to combination locks are not recorded in writing except as prescribed in NAVSUPP-485.
9. All key padlocks must be 1-1/2 inch, pin tumbler type, with dead bolts, either brass or bronze, The locks must be keyed individually and furnished with two master keys for each group and two grand master keys for each set.
10. All keyless padlocks will be the three-combination, manipulation-resistance type 8077A, NSN 9Z5340-00-285-6523.
11. Combinations on keyless padlocks must be changed at least every 6 months.

Groups of Spaces

For proposes of key administration department spaces are divided into four groups:

GROUP I— General stores spaces, including general storerooms, repair parts storerooms, and special lockers and spaces related to them. Each lock must have an original and a duplicate key, each different from the keys to any other space. The person in charge of the space during working hours has possession of the original key. After working hours this person must turn over the key to the duty petty officer for safekeeping in a general key locker in the supply office. The duplicate key may be kept in the supply office key locker, in a special duplicate key locker, or in the supply officer's safe. An original master key which passes (opens) all locks in group I may be retained in the custody of the officer or petty officer designated by the supply officer. The supply officer retains the duplicate master key in his possession.

GROUP 11— Foodservice spaces, including the galley, bakeshop, bread room, vegetable preparation room, subsistence issueroom, butcher shop, refrigeration spaces, and subsistence storeroom. Each lock must have an original and a duplicate key different from the keys to any other space. These keys are handled in the same manner as for group I, except that the keys to the galley, bakeshop, bread room, butcher shop, and vegetable preparation room are not turned into the key locker but are passed between watch captains as they relieve each other. There must be a master key, different from group I, which will pass all locks in group II. This master key maybe retained in the custody of the supply officer or a designated petty officer. If a duplicate master key is furnished, it is retained in the custody of the supply officer.

GROUP III— Ship's store and clothing spaces (including the bulk storerooms), retail stores, and all associated spaces. These spaces are secured with combination padlocks.

The combination padlock comes with a "setting-in" key and instructions for setting the combination. The custodian of the space must:

1. Set a combination in the lock.
2. Record the combination on a piece of paper.
3. Place the paper and the "setting-in" key in an opaque letter-size envelope.
4. Seal the envelope.
5. Sign his name over the flap of the envelope in the presence of the ship's store officer.
6. Turn the envelope over to the ship's store officer.

The custodian does not record the combination anywhere other than on the paper turned in to the ship's store officer, nor does the custodian disclose the combination to any person. The ship's store officer receives the sealed envelope, signs his name over the flap in the presence of the custodian, and retains the sealed envelope in his safe. In the absence of the custodian, emergency entry into the space is accomplished by the ship's store officer who removes the combination from the sealed envelope and enters the space in the presence of at least two witnesses. If required, damage control nippers or burners provide easy and quick entry. These spaces must not remain unattended while unlocked. After entry is made in the absence of the custodian, the space must be secured by replacing the lock and sealing the space with a lead or car seal in the presence of the two persons witnessing the entry. The seal is removed by the custodian upon his return. When entry is obtained in the absence of the custodian, he is required, upon his return, to change the

combination. Before doing so, the custodian may, if he so desires, conduct an inventory of the stores in the space.

GROUP IV— All of the ship's service activities (barbershop, tailorshop, laundry, cobbler shop, and photographic shop) when cash sales are not made through them, or no material for cash sale is stowed therein. When the latter conditions exist, these sprees are placed under group III.

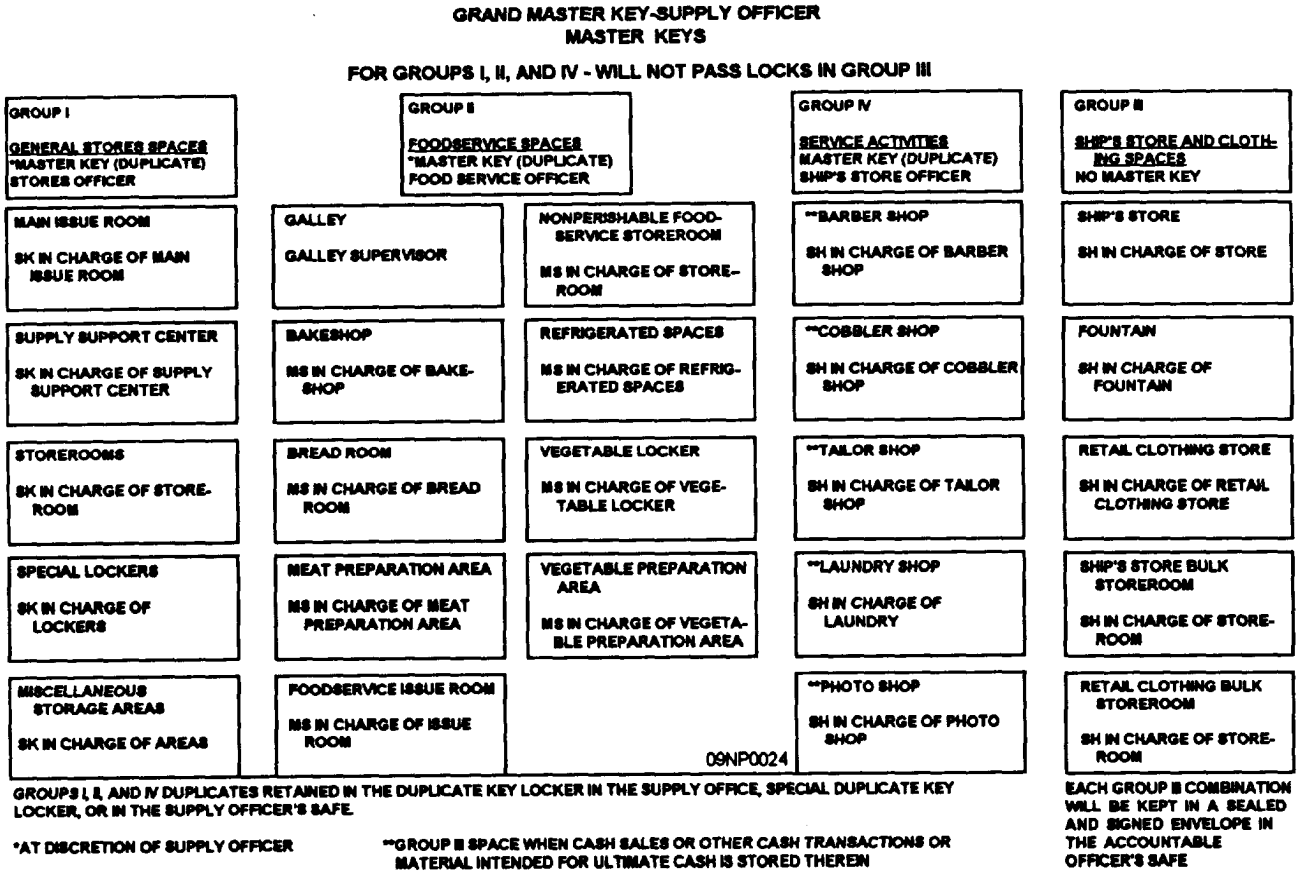
Each lock in group IV must have an original key different from the keys to other spaces. It must be kept by the person in charge of the space during working hours. After duty hours, the person in charge of the space must turn the key over to the duty petty officer for safekeeping in the key locker in the supply office. A duplicate key for each space is safeguarded in the same manner as for group I. The supply officer or the designated assistant retains in his custody a master key (original) to all locks in group IV. The supply officer retains the duplicate master key in his custody.

Grand Master Key

The supply officer is required to maintain in his custody a grand master key, which will open all locks in groups I, II, and IV. It will NOT open locks in group III. If authorized by the supply Officer, duty supply officers or duty petty officers may pass the duplicate key between them when the number of supply officers aboard is such that the senior petty officers are required to set as department duty officers.

Figure 6-4 illustrates typical custody with regard to keys. Study and become familiar with it.

Sets of locks containing locks for group I, II, and IV supply spaces, are available in various sizes to meet the requirements of different ships. When a single series padlock set is inadequate to meet the needs of large ships, more than one set may be used. For example, one set for group I and a second set for groups II and IV.


GRAND MASTER KEY-SUPPLY OFFICER
MASTER KEYS
FOR GROUPS I, II, AND IV - WILL NOT PASS LOCKS IN GROUP III
GROUP I
GENERAL STORES SPACES
*MASTER KEY (DUPLICATE)
STORES OFFICER
GROUP II
FOODSERVICE SPACES
*MASTER KEY (DUPLICATE)
FOOD SERVICE OFFICER
GROUP IV
SERVICE ACTIVITIES
MASTER KEY (DUPLICATE)
SHIP'S STORE OFFICER
GROUP III
SHIP'S STORE AND CLOTHING SPACES
NO MASTER KEY
MAIN ISSUE ROOM
SK IN CHARGE OF MAIN ISSUE ROOM
GALLEY
GALLEY SUPERVISOR
NONPERISHABLE FOOD-SERVICE STOREROOM
MS IN CHARGE OF STOREROOM
**BARBER SHOP
SH IN CHARGE OF BARBER SHOP
SHIP'S STORE
SH IN CHARGE OF STORE
SUPPLY SUPPORT CENTER
SK IN CHARGE OF SUPPLY SUPPORT CENTER
BAKESHOP
MS IN CHARGE OF BAKESHOP
REFRIGERATED SPACES
MS IN CHARGE OF REFRIGERATED SPACES
**COBBLER SHOP
SH IN CHARGE OF COBBLER SHOP
FOUNTAIN
SH IN CHARGE OF FOUNTAIN
STOREROOMS
SK IN CHARGE OF STOREROOM
BREAD ROOM
MS IN CHARGE OF BREAD ROOM
VEGETABLE LOCKER
MS IN CHARGE OF VEGETABLE LOCKER
**TAILOR SHOP
SH IN CHARGE OF TAILOR SHOP
RETAIL CLOTHING STORE
SH IN CHARGE OF RETAIL CLOTHING STORE
SPECIAL LOCKERS
SK IN CHARGE OF LOCKERS
MEAT PREPARATION AREA
MS IN CHARGE OF MEAT PREPARATION AREA
VEGETABLE PREPARATION AREA
MS IN CHARGE OF VEGETABLE PREPARATION AREA
**LAUNDRY SHOP
SH IN CHARGE OF LAUNDRY
SHIP'S STORE BULK STOREROOM
SH IN CHARGE OF STOREROOM
MISCELLANEOUS STORAGE AREAS
SK IN CHARGE OF AREAS
FOODSERVICE ISSUE ROOM
MS IN CHARGE OF ISSUE ROOM
**PHOTO SHOP
SH IN CHARGE OF PHOTO SHOP
RETAIL CLOTHING BULK STOREROOM
SH IN CHARGE OF STOREROOM
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GROUPS I, II, AND IV DUPLICATES RETAINED IN THE DUPLICATE KEY LOCKER IN THE SUPPLY OFFICE, SPECIAL DUPLICATE KEY LOCKER, OR IN THE SUPPLY OFFICER'S SAFE.
EACH GROUP III COMBINATION WILL BE KEPT IN A SEALED AND SIGNED ENVELOPE IN THE ACCOUNTABLE OFFICER'S SAFE
*AT DISCRETION OF SUPPLY OFFICER
**GROUP III SPACE WHEN CASH SALES OR OTHER CASH TRANSACTIONS OR MATERIAL INTENDED FOR ULTIMATE CASH IS STORED THEREIN

Figure 6-4.-Supply space groups and custody chart.

CHAPTER 7

INVENTORY MANAGEMENT

The information contained in this chapter has general application to all ships. Except for reactor or plant support material in nuclear powered ships, shipboard material inventories are divided into five areas for management purposes as follows:

- OPERATING SPACE ITEMS (OSIs). Operating space items are in the custody and under the management of the department heads. Certain operating space items which require special inventory control are designated as "controlled equipage."
- REPAIR PARTS. Repair parts are in the custody of the supply officer when supply department stowage space permits. They are always under his management.
- CONSUMABLES. Consumables are in the custody of the supply officer when supply department stowage space permits. Stocked consumables (i.e., consumable items "carried as supply department stock) are managed by the supply officer. This is the case if the items are stored in supply or other department spaces. Nonstocked consumables (i.e., consumable items "not carried as supply department stock) are in the custody and under the management of other department heads.
- MAINTENANCE ASSISTANCE MODULES (MAMs). Maintenance assistance modules are in the custody of the supply officer. They are located in the appropriate operating and maintenance spaces under the subcustody of operating or maintienance personnel.
- READY SERVICE SPARES (RSSs). Ready service spares are repair parts in the custody of the supply officer. They are located in the appropriate operating and maintenance spaces under the subcustody of operating/maintenance personnel.

INVENTORY MANAGEMENT AFLOAT TERMS

Throughout this chapter you probably will encounter new terms referring to inventory control. When you encounter a new term refer to the glossary for an explanation.

FORMS AND PUBLICATIONS

The forms and publications used in the inventory management of general stores in nonautomated ships are found m the NAVSUP P-485. These publications contain the "how to" detailed information in the area of inventory management for which each SK is responsible. Each of the publications listed will be used many times in the course of an SK's ctamer. Each of the forms is a tool for you to document the inventory process.

PHYSICAL INVENTORY

Physical inventory is a prerequisite to efficient inventory control. The primary objective of a physical inventory is to make sure that the balances reflected in stock or custody records agree with the actual physical quantities on hand.

TYPES OF INVENTORY

The type of inventory to be performed depends on the type of material to be inventoried and the type of information needed.

Bulkhead to Bulkhead Inventory

A bulkhead to bulkhead inventory is a physical count of all stock material aboard the ship or within a specific storeroom. A bulkhead to bulkhead inventory of the ship's entire stock of repair parts is usually performed during a Supply Operating Assistance Program/Integrated Logistics Overhaul. A bulkhead to bulkhead inventory of a specific storeroom is performed when random sampling inventory of that storeroom fails to meet an inventory accuracy rate of 90%. It is also performed when directed by the TYCOM incident to a supply management assist (SMA), when directed by the commanding officer, or when circumstances indicate that it is needed to maintain effective inventory control.

Specific Commodity Inventory

The specific commodity inventory is a physical count of all items under the same cognizance symbol, Federal supply class, or which support the same operational function, such as boat spares, electron tubes, boiler tubes, or fire brick. This type of inventory is performed under the same conditions as a bulkhead to bulkhead inventory. However, prior knowledge of specific stock numbers and item locations is required to perform a specific commodity inventory.

Special Material Inventory

A special material inventory requires the physical count of all items that are specifically selected for separate identification and inventory control. These items may be selected because of their physical characteristics, costs, mission essentiality, criticality, or other masons. Special material inventories include, but are not limited to, stocked items designated as classified or hazardous. Special material inventories also include controlled equipage and presentation silver. Physical inventory of such material is required on a scheduled basis as precribed by the NAVSUP P-485.

Spot Inventory

A spot inventory is an unscheduled type of physical inventory performed to verify the existence of a specific stock item. The inventory is performed as the result of a total not in stock (NIS) indication in the issue request when the verified stock record for the requested item shows an on-hand balance. A spot inventory also is performed to determine the on-hand quantity of a particular item when requested by the commanding officer, a fleet or type commander, a cognizant inventory manager, or other competent authority. For example, the commanding officer may request the physical inventory of any item that he considers to be highly essential to prospective operations. A fleet or type commander may need to have total asset visibility of a particular critical item, or an inventory, disposition and report of certain items which, after distribution within the supply system, are found to be defective.

Velocity Inventory

A velocity inventory is based on the premise that inaccuracies of stock record balances for any item increases with issue frequency. This means that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory, requires a periodic physical count of all stock items that experience relatively frequent demands (fast movers), and a physical count of items that experience infrequent or no demands (slow movers) only when such items are issued. Periodic inventories of selected item management (SIM) items and post-issue inventories of non-SIM items, respectively, are examples of velocity inventories.

Random Sampling Inventory

The random sampling inventory is considered to be part of the annual scheduled inventory program. It is used only on authorized ships (automated special accounting class 207). A random sampling inventory is a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment. Guidelines for conducting a physical inventory by the random sampling method are outlined in the NAVSUP P-485.

PHYSICAL INVENTORY SCHEDULES

Inventory schedules outline, in chronological sequence, the segments of material planned for physical inventory during a fiscal year. The inventory schedule is prepared by the supply officer prior to the commencement of each fiscal year. For stock material in department custody, the inventory schedule reflects the time frames jointly determined by the supply officer and the respective department head. An example of an inventory schedule is shown in figure 7-1. Refer to the NAVSUP P-485 for scheduled inventory requirements.

INVENTORY PERSONNEL

The supply officer is responsible for an accurate physical inventory of stock material and controlled equipage in supply department custody. The supply officer also provides advisory assistance for inventories of material in the custody of other departments. Qualified personnel used for inventorying material in the supply department are assigned by supply department memorandum. The Storekeeper in charge of each storeroom is usually responsible for the inventory of material in that storeroom.

PREPARATION FOR INVENTORY

Before inventory, all receipt and expenditure documents concerning the material to be inventoried must be collected and posted to the stock record cards.

Last SOAP/ILD completed April 1983
Next SOAP/ILD tentatively scheduled April 1986

PHYSICAL INVENTORY SCHEDULE FY 1984

INVENTORY SEGMENT	NO. ITEMS	STOREROOM(S)/ OTHER SPACES	INCLUSIVE DATES	ACCURACY RATE %
SIM MAT'L	650	C, D	10/1-10/12/83	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	11/1/83	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	2/1/84	
CONTROLLED EQUIPAGE	125	DEPT'L SPACES	2/15-3/15/84	
SIM MAT'L	650	C, D	4/1/-4/12/84	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	5/1/84	
ELECTRON TUBES (C.O. designated items)	36	D	6/3/84	
CLASSIFIED NUC WEPS MAT'L	156	A	7/2/-7/6/84	
HAZARDOUS MAT'L (NON-SIM ONLY)	48	B	7/16/84	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	8/1/84	

R. S. SEARS, LT, SC, USN
Supply Officer

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Figure 7-1.—Example of an inventory schedule.

The storeroom Storekeeper should inspect his spaces and rearrange stock to make sure that

- Loose articles are repackaged in standard bulk lots where possible.
- All stock is labeled or otherwise clearly identified.
- Cartons and other containers are stowed with labels and identifying information facing out where possible.
- Containers with broken seals are checked to make sure that a full count of material is present and the container is prominently marked to show the actual count and the date of the count.

At least 1 week before the inventory, the supply officer should request that an official notice be placed in the "plan of the day," identifying the storeroom or stock being inventoried. This notice sets the dates and restrictions that must be observed during the inventory period.

INVENTORY PROCEDURES

Keeping m mind that inventories are performed to bring stock and stock records into agreement, you can

see the importance of a complete and accurate inventory. To reduce inventory errors you should:

- Work quietly and without haste.
- Write legibly.
- Make sure that the count is accurate.
- Make sure that the right unit of issue is used when performing the count.

Count Documents

Documents authorized for conducting inventory counts of stock material include NAVSUP Forms 1075 (whether or not maintained as locator records), and machine or manually prepared listings. Stock Record Cards Afloat, NAVSUP Forms 1114, even when maintained in storerooms, are not to be used as inventory count documents. Inventory count documents should contain the following information for each item:

- Complete stock number or part number
- description (optional)
- Unit of issue
- All locations except for bulkhead to bulkhead inventory of a specific storeroom or other storage area.

Count Procedures

A complete and accurate item count is basic to conducting a physical inventory. Inventory personnel must make sure that the total quantity of each item is determined as accurately as possible during the initial count of a storage area. Inventory aids such as tape measures scales, equivalency tables, and measuring devices must be used when available. You may open sealed containers when necessary for item identification or quantity verification. Preservation packaging must not be broken without approval of the supply officer. All opened containers must be resealed after identification and count have been determined. Each container must be dated and initialed by the person who verified its contents.

Regardless if all items in a specific area or only certain items in specific locations are to be inventoried, inventory personnel equipped with appropriate count documents and inventory aids must proceed systematically from location to location in predetermined sequence. For each item subject to inventory, inventory personnel must make sure that:

- Each item is legibly identified by an appropriate stock number or part number. Each fragile or potentially hazardous item is conspicuously marked or labeled to indicate caution or warning.
- Each unit of each item is inspected for material condition and any quantity found unfit for issue or in need of represervation is recorded.
- Each item is carefully counted, weighed, or measured, and the quantity inventoried is legibly recorded on the count document. (If the same item is stored in multiple locations, the quantity in each location must be recorded.)
- Quantities and units of issue Recorded in count documents are compatible (e.g., if the unit of issue is PR and 100 bearings are counted, record 50, not 100).
- A tag, label, or card annotated with the inventory quantity and date is attached to each reel or container from which an item is issued in a unit of measure (foot, pound gallon, etc.). This makes sure that future issues of such items can be tallied to reflect the remaining quantity on each reel or in each container.
- Actual location of each item is either checked or entered in the count document.
- Consolidated storage of items with multiple locations is achieved when possible.
- If directed by the supply officer, lockers, cabinets, or drawers used for storage of infrequently demanded items are sealed after a complete inventory of their contents has been performed and verified.

Inventory personnel are responsible for keeping themselves aware of all receipts and expenditures of items included in the segment being inventoried. They must also make sure that documents applicable to such receipts and expenditures are conspicuously stamped or annotated “BEFORE INVENTORY” or “AFTER INVENTORY,” as appropriate.

Review of Count Documents

Promptly upon completion of the physical inventory of a material segment or storage area and before matching inventoried quantities with applicable stock record balances. The inventory count documents must be reviewed by inventory personnel to make sure that:

- All items scheduled for inventory have been counted or verified as nonexistent.
- Quantities counted are legibly recorded and compatible with units of issue.
- All prerecorded locations applicable to the inventory segment have been checked and for each location, a quantity or zero is entered. (Locations prerecorded in count documents must not be deleted by inventory personnel, even though such locations may not be accurate.)
- "Added" items are accurately identified and legibly recorded.
- Applicable remarks are legibly entered and explicitly stated.
- Items are documented in NIIN sequence.
- Count documents are dated and initialed.

RECONCILIATION OF COUNT DOCUMENTS AND STOCK RECORDS

After the physical count and review of the count documents, the next step in the inventory process is to reconcile (compare) the count documents with the stock records. This is done to determine if differences exist between the physical count and the amount recorded on stock records.

Stock Records in Agreement

Upon receipt of inventory count documents from the inventory personnel, the stock records Storekeeper must make sure that

- Items are documented in the correct sequence.
- Multiple cards or entries applicable to the same item are grouped and totaled by NIIN.
- All manual entries are legible.
- All annotated remarks are clearly understood.
- Any obvious omissions or inconsistencies are reconciled immediately by the responsible inventory personnel.

When the count documents are accurate and complete, they must be compared, item by item, with the applicable stock records to determine if a difference exists. If no differences exist, the matched count cards or matched items in the inventory listing must be posted to applicable stock records. The Julian date of the inventory and the notation "INV" must be entered in the "DATE DOCUMENT No." column of the NAVSUP Form 1114, and the inventory quantity (which should be the same as the existing stock record balance) must be entered in the "ON HAND" column. (See figure 7-2.) If differences exist in on-hand quantities, locations, or other stock record data such differences

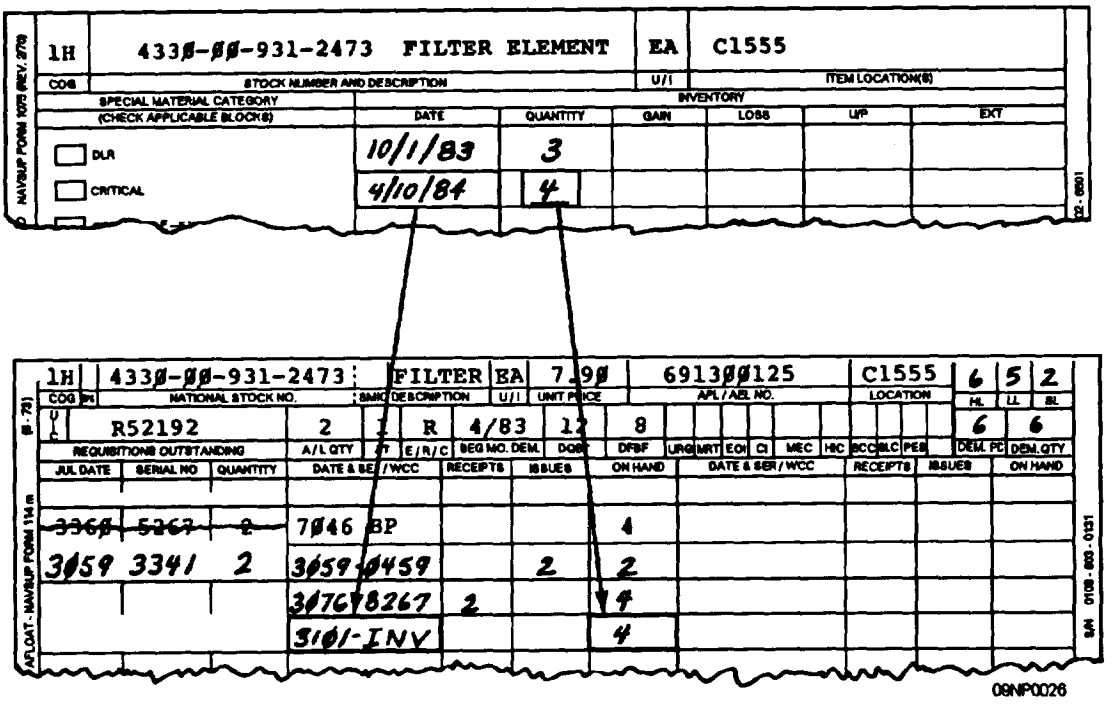


Figure 7-2.—Example of an inventory posted to a stock record.

must be reconciled in accordance with procedures outlined in the NAVSUP P-485.

CONTROLLED EQUIPAGE

Controlled equipage consists of shipboard items selected or approved by fleet commanders in chief for special inventory control. Accurate inventory management of controlled equipage issued for use requires the maintenance of separate custody reeds for individual items as well as certain physical inventory criteria prescribed in the NAVSUP P-485.

DESIGNATION OF CONTROLLED EQUIPAGE

The Controlled Equipage Item List (CEIL) is an item listing that the fleet commanders in chief developed for special inventory control. For example, items essential for the protection of life, or relatively valuable and easily convertible to personal use. The items selected as controlled equipage are categorized and listed as "signature required items" and "nonsignature required items" in the NAVSUP P-485.

The commanding officer or type commander may designate as controlled equipage (either as "signature required" or "nonsignature required") additional equipage items which he deems necessary to be so controlled. Any of the "nonsignature required" items listed in the NAVSUP P-485, may be designated as "signature required when the commander deems necessary. Items designated by the command officer are identified in a list prepared by the supply officer and approved by the commanding officer. The original of the list is retained by the supply officer and a copy is provided to each department head concerned. When items are designated by the type commander, the supply officer retains a copy of the type commander's directive and provides a copy to each department head concerned.

EQUIPAGE CUSTODY CODES

Each equipage item listed in the Allowance Equipage Lists (AELs) and the Coordinated Shipboard Allowance Lists (COSALs) is assigned a code that shows if the item is controlled or noncontrolled equipage. If controlled equipage, the code also indicates if a custody signature is or is not required. It also shows the departments normally assigned custodial responsibility. The equipage custody codes are found in the NAVSUP P-485. When distributed by the Ships Parts Control Center (SPCC), COSALs in which equipage items are custody coded will be accompanied with partially prepared NAVSUP Forms 306 for certain items and with ADP lists for others. The NAVSUP Forms 306 are provided for use as custody records, after other required data such as department card number, additional description, and serial numbers have been entered The ADP lists are provided only for use as convenient "master" lists, and are not to be used as custody records.

CONTROLLED EQUIPAGE CUSTODY RECORD

The Controlled Equipage Custody Record, NAVSUP Form 306, is prescribed as a custody record and inventory control document for controlled equipage in nonautomated ships. When items are designated as controlled equipage by the commanding commander, the notation "CO DESIGNATED ITEM" or "TYCOM DESIGNATED ITEM," as appropriate, is entered in the top or bottom margin of the NAVSUP Form 306.

Preparation

Unless NAVSUP Forms 306 are provided with the COSAL, controlled equipage custody records are prepared in an original and one copy for each item of controlled equipage in the custody of each department head. The original of each custody record, as well as each duplicate for controlled equipage in the custody of the supply department, is retained by the supply officer. All other duplicate custody records are given to the cognizant department head.

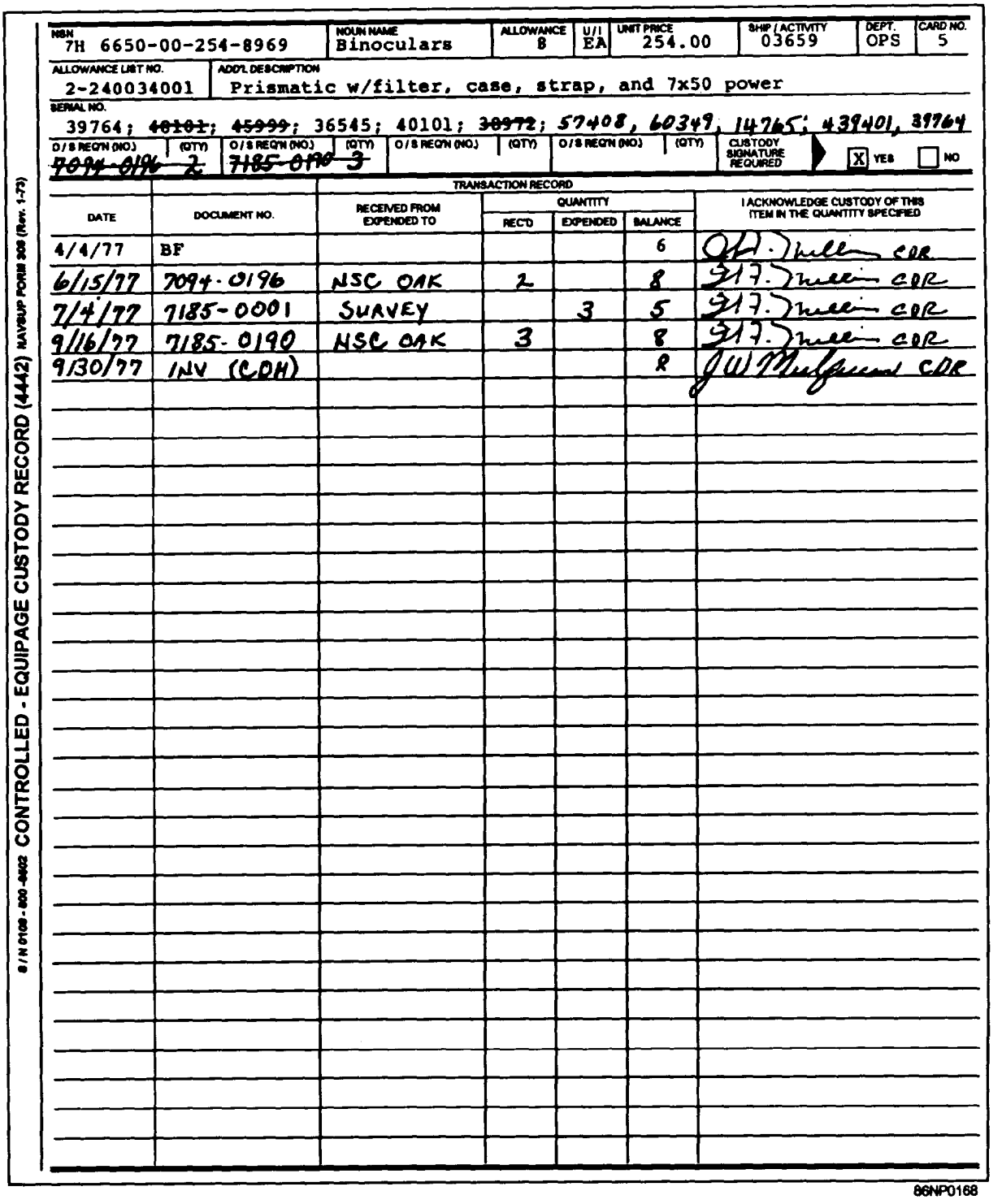
An example of a NAVSUP Form 306 is shown in figure 7-3. Guidelines for preparing the NAVSUP Form 306 are found in NAVSUP P-485.

Posting

Receipts and expenditures should be entered promptly. Each entry must show the date of the transaction, receipt or expenditure document number, activity received from or expended to, the quantity received or expended and the balance. When signature is required each new balance must be attested by the signature of the responsible head of department. Figure 7-4 shows sample requisition, receipt, and issue documents for centrolled equipage.

Inventory

All controlled equipage items must be inventoried once a year during the period starting 15



NSN 7H 6650-00-254-8969 | NOUN NAME Binoculars | ALLOWANCE 8 | U/I EA | UNIT PRICE 254.00 | SHIP / ACTIVITY 03659 | DEPT. OPS | CARD NO. 5

ALLOWANCE LIST NO. 2-240034001 | ADD'L DESCRIPTION Prismatic w/filter, case, strap, and 7x50 power

SERIAL NO. 39764; ~~40101~~; ~~45999~~; 36545; 40101; ~~38972~~; 57408, 60349, 14765; 439401, 39764

O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	CUSTODY SIGNATURE REQUIRED
~~7094-0196~~	~~2~~	~~7185-0190~~	~~3~~					[X] YES [ ] NO

TRANSACTION RECORD

DATE	DOCUMENT NO.	RECEIVED FROM EXPENDED TO	QUANTITY REC'D	QUANTITY EXPENDED	QUANTITY BALANCE	I ACKNOWLEDGE CUSTODY OF THIS ITEM IN THE QUANTITY SPECIFIED
4/4/77	BF				6	[signature] CDR
6/15/77	7094-0196	NSC OAK	2		8	[signature] CDR
7/4/77	7185-0001	SURVEY		3	5	[signature] CDR
9/16/77	7185-0190	NSC OAK	3		8	[signature] CDR
9/30/77	INV (CDH)				8	[signature] CDR

NAVSUP FORM 306 (Rev. 1-73) S/N 0108-000-4002 CONTROLLED - EQUIPAGE CUSTODY RECORD (4442)

86NP0168

Figure 7-3.-Example of a Controlled Equipage Record (NAVSUP Form 306.

February and ending 15 March. A controlled equipage item inventory is also required on the following events:

- When a ship is commissioned inactivated, or deactivated
- Upon relief of the head of department for items in the department concerned
- Upon change of command at the discretion of the relieving commanding officer.

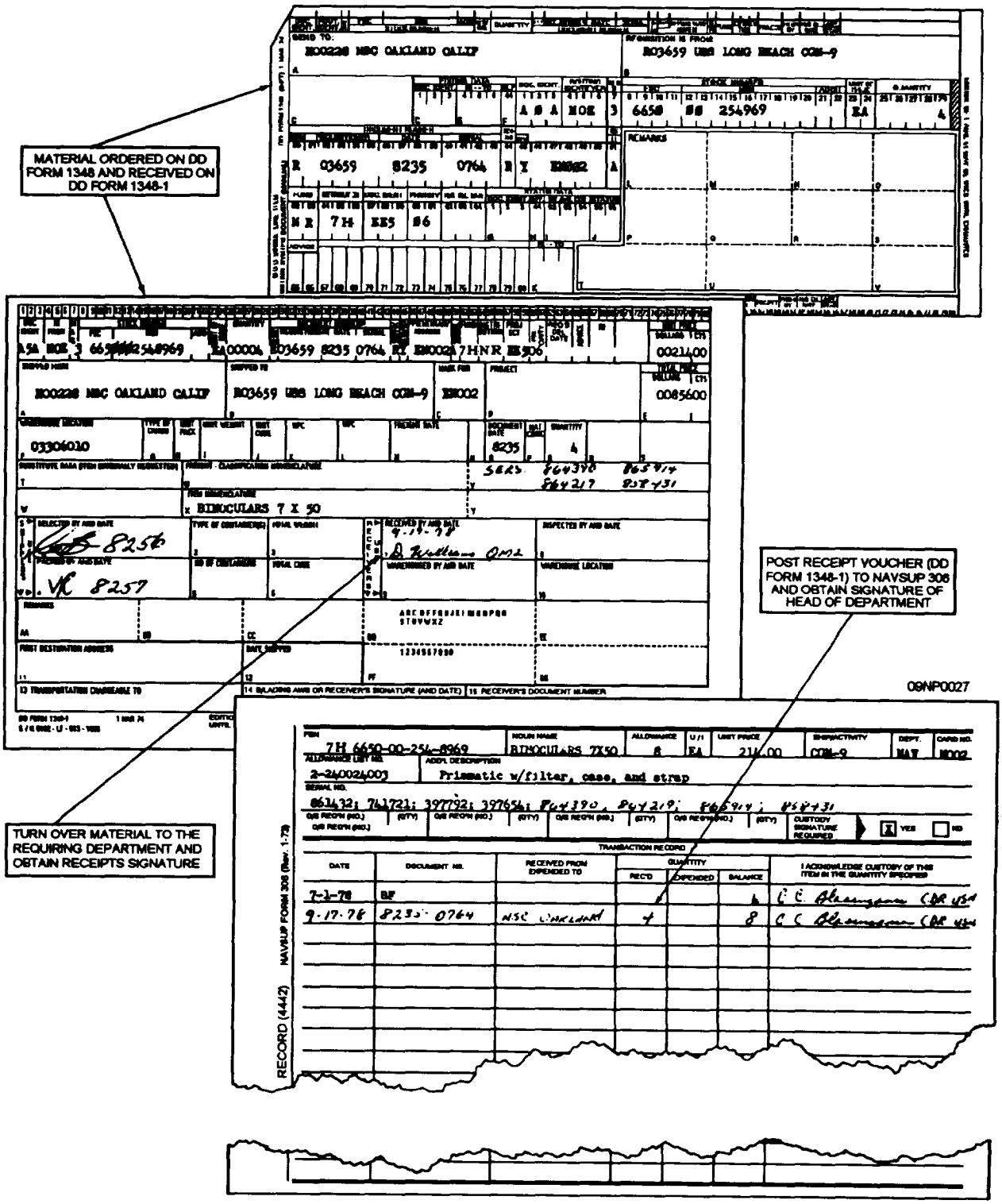

MATERIAL ORDERED ON DD FORM 1348 AND RECEIVED ON DD FORM 1348-1
POST RECEIPT VOUCHER (DD FORM 1348-1) TO NAVSUP 306 AND OBTAIN SIGNATURE OF HEAD OF DEPARTMENT
TURN OVER MATERIAL TO THE REQUIRING DEPARTMENT AND OBTAIN RECEIPTS SIGNATURE
09NP0027
BINOCULARS 7 X 50
7H 6650-00-254-8969
BINOCULARS 7X50
Prismatic w/filter, case, and strap
RECORD (4442) NAVSUP FORM 306 (Rev. 1-79)

Figure 7-4.-Sample requisition receipt, and issue documents for controlled equipage.

Annual inventories must be completed by 15 March. This is so that post-inventory actions can be accomplished in time to be reflected in the "Equipage Control/Redistribution Source Document." This document which may be required as an addendum to the type commander's copy of the Budget/OPTAR Report for March in accordance with NAVSUP P-485. When a shipwide or departmental inventory of controlled

equipage has been taken during the 6-month period before the start of the annual inventory, the requirement for the current year is considered to be satisfied, When a departmental inventory of controlled equipage is taken incident to the relief of a department head, it is taken jointly by the relieved and relieving department heads. It must be completed before the detachment of the relieved department head.

Preparation for Inventory

Before a physical inventory of controlled equipage, all unprocessed receipt and expenditure documents relating to controlled equipage must be completed and posted to applicable NAVSUP Forms 306. The originals of NAVSUP Forms 306 for items with serial numbers are reviewed to make sure the serial numbers on them. Original custody records without serial numbers are marked to show that serial numbers must be determined during the upcoming inventory. Custodial department heads are told to make the sane notation, if needed, in their duplicate custody records. At least 1 month before 15 February, the supply officer prepares an official notice advising all department heads of procedural details to be followed in performing their annual inventories of controlled equipage. The notice is signed by the commanding officer or an officer with delegated authority.

Performing the Inventory

The head of each department is responsibility for inventorying the items for which he has custody. The duplicate NAVSUP Forms 306 are used when performing and recording the physical inventory of controlled equipage. Each item must be seen and impeded for serviceability by the person performing the inventory. Serial number control must be maintained on those items identified in NAVSUP P-485. Differences between serial numbers on the material and those on the custody records must be investigated and reconciled. The date of the inventory, quantity inventoried, and signature of the person performing the inventory must be entered in the "Inventory Reed" of the department head's duplicate custody records. The entries must be made by pen or indelible pencil.

The inventory entries recorded in the duplicate custody records are transcribed as soon as possible to the originals maintained by the supply officer. When the inventoried quantity of an item differs from the verified custody record balance, recounts and/or investigative research are required in accordance with NAVSUP P-485.

Upon completion of a controlled equipage inventory, each department head must submit a letter report to the commanding officer. A copy is also sent to the supply officer. When controlled equipage is inventoried because of a change of department head, the letter report must be signed by both the releived and relieving department heads.

Deficiencies and Excesses

To maintain effective management of controlled equipage assets, some type commanders keep a computerized program designed to:

- Afford ready visibility of existing controlled equipage deficiencies and excesses.
- Match the reported deficiencies of one ship with the reported excesses of another.
- Facilitate the redistribution of reported excesses.
- Point out deficiencies of urgently required items for which no excesses are available for redistribution.

Input to this program, comes from required, deficiency/excess reports from individual ships of the type command. The request for reporting procedures and from are found m the NAVSUP P-485.

SELECTED ITEM MANAGEMENT

Selected item management is an inventory control procedure for Nonautomated ships that focuses management attention on the small percentage of items that experience the majority of demands. Inventory management of repair parts and consumables designated as SIM items requires:

- Close and continuing attention.
- Quarterly stock status review.
- Semiannual inventory.
- Verification or update of management data in stock records upon each receipt of a new ML-N.
- Stock replenishment based on demand using high and low limits.
- Collective storage in centrally located storerooms, except for items which, because of their physical characteristics, cannot be properly stored in such locations.
- Separate file of stock records.

Inventory management of non-SIM repair parts and consumables requires:

- Close attention only upon receipt and issue of material.
- Inventory of the remaining balance of an item after each issue.
- Reference to the ML-N for verification of management data only when an item is requisitioned.
- Stock replenishment on a one-for-one basis except when otherwise prescribed by the TYCOM or when excess stock is on hand.
- Stock records filed separate from SIM stock records.

Any item that has experienced a frequency of two or more demands within the past 6 months, or has a predictable demand frequency of two or more demands based on deployed or seasonal usage is designated a SIM item. Any item that does not meet the demand frequency for SIM items is designated as non-SIM. Any consumable item that meets the frequency of demand criteria for a SIM item but is not stocked by the supply department (usually because of space limitation) is designated as a SIM direct turnover (DTO) item.

STOCK RECORDS

Without stock records, it would be impossible for the supply officer to meet his responsibility of maintaining stocks needed for the operation of the ship. Procurement of stock must be based on the information contained in the stock record cards. Inventory control encompasses procurement, stocking, issuing, and accounting for material.

A Stock Record Card Afloat (NAVSUP 1114m or 1114 (manual)) will be maintained for each:

- stocked maintenance assistance module
- ready service spare
- repair part or consumable
- SIM DTO item aboard nonautomated ships

Ships that have been commissioned or have completed a Supply Operations Assistance Program/Integrated Logistics Overhaul (SOAP/ILO) after July 1974 will maintain:

- blue stock record cards for reactor plant items (i.e., "Q" COSAL items);
- red (or red bordered) stock record cards for other special category items (e g., mandatory turn-in repairables, special material identification code, shelf-life, critical, hazardous, classified); and
- buff stock record cards for all other items.

Stock records in all ships will include outstanding requisition numbers and a history of all receipt and expenditure transactions, and management data required for accurate inventory control. Stock records for other than SIM DTO items will also show storage locations and current on-hand balances.

Stock records will be retained until replaced incident to a SOAP/ILO. Samples of stock records are shown in figure 7-5.

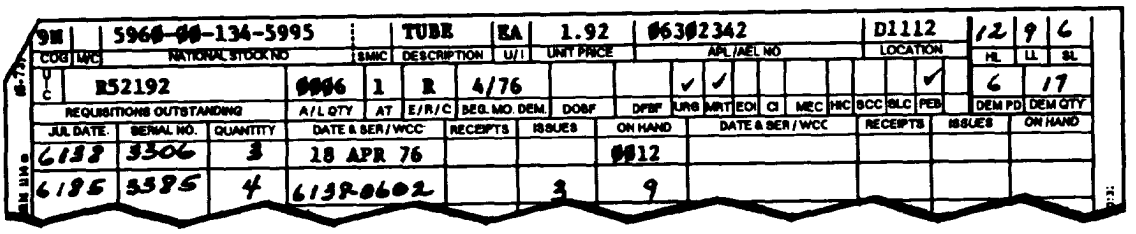
NAVSUP Form 1114m is an IBM type of stock record card in which significant management data elements are keypunched. These keypunched cards provide a nonautomated ship with the capability to duplicate its stock record battery when near an activity with automatic data processing equipment (ADPE). The form also contains additional data blocks for manual entries of supplementary management data when needed. A complete set of keypunched NAVSUP Forms 1114m is provided by the SOAP ADP facility at FISC Oakland to each nonautomated ship upon completion of a SOAP/ILO. A complete set of keypunched and interpreted NAVSUP Forms 1114m also is furnished by the Navy Ship's Parts Control Center (SPCC) to each nonautomated "new construction/major conversion" ship prior to its commissioning or recommissioning. To interpret these cards refer to the *Soap Manual,* NAVSURINST 4441.21 series.

NAVSUP Form 1114 (manual) is identical to the NAVSUP Form 1114m in design. It is a "continuous feed" type of form that facilitates typing the top and bottom lines of new stock record cards. They are required to be prepared when keypunched and interpreted NAVSUP Forms 1114m are filled, or when new items are added to shipboard stock between SOAP/ILOs.

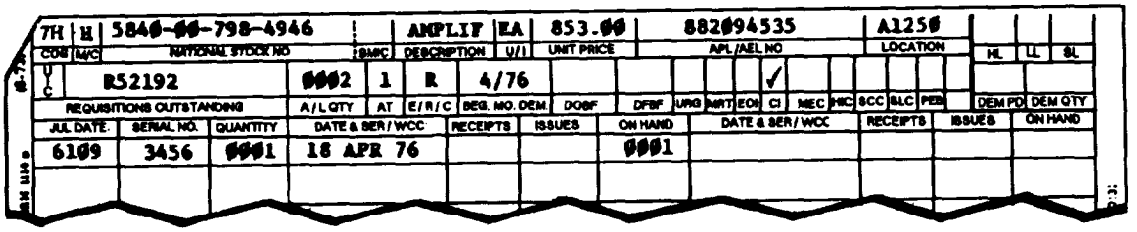
FILES

Stock records may be kept in either horizontal or vertical filing equipment. The use of horizontal files (i.e., card file trays) for SIM items and vertical files (i.e., boxes or card file drawers) for non-SIM items is recommended. Regardless of the filing equipment used, separate files are required for SIM and non-SIM items. The stock records in each file will be arranged

NAVSUP FORM 1114m FOR A SIM REPAIR PART


9H 5960-00-134-5995 TUBE EA 1.92 06302342 D1112 12 9 6
R52192 0006 1 R 4/76
REQUISITIONS OUTSTANDING
JUL DATE SERIAL NO. QUANTITY
6188 3306 3
6186 3585 4
A/L QTY AT E/R/C SEQ. NO. DEM. DOSF
DATE & SER/WCC RECEIPTS ISSUES ON HAND
18 APR 76 0012
6138-0602 3 9

NAVSUP FORM 1114m FOR A NON-SIM REPAIRABLE ITEM


7H H 5840-00-798-4946 AMPLIF EA 853.00 88209453S A1250
R52192 0002 1 R 4/76
REQUISITIONS OUTSTANDING
JUL DATE SERIAL NO. QUANTITY
6109 3456 0001
A/L QTY AT E/R/C SEQ. NO. DEM. DOSF
DATE & SER/WCC RECEIPTS ISSUES ON HAND
18 APR 76 0001

NAVSUP FORM 1114 (MANUAL) FOR A SIM DTO CONSUMABLE ITEM

09NP0026

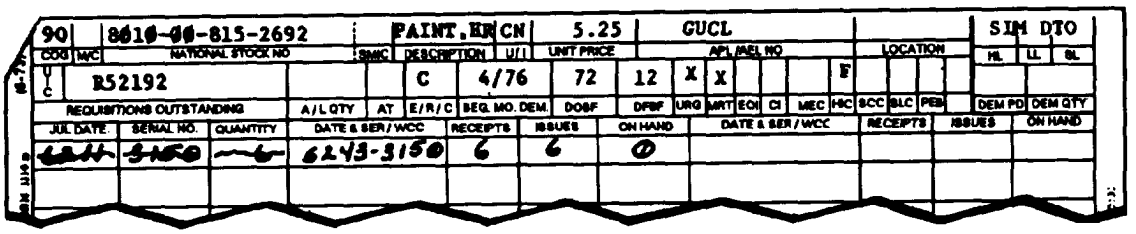

90 8010-00-815-2692 PAINT,HR CN 5.25 GUCL SIM DTO
R52192
C 4/76 72 12
REQUISITIONS OUTSTANDING
JUL DATE SERIAL NO. QUANTITY
6211 3150 6
A/L QTY AT E/R/C SEQ. NO. DEM. DOSF
DATE & SER/WCC RECEIPTS ISSUES ON HAND
6243-3150 6 6 0

Figure 7-5.-Sample stock record cards.

in NIIN sequence. To preclude misfiling or careless loss of stock records, only the well-trained and adequately supervised Storekeeper or Storekeeper striker should be permitted access to stock record files.

DATA ELEMENTS

Data elements used in NAVSUP Forms1114m and 1114 (manual) are found m the NAVSUP P-485.

PREPARING NEW CARDS

When the original card is filled, a new card is prepared, duplicating the stock item information, except for usage data The beginning date, demand quantity, and frequency of demand on the old card are totaled and entered on the new card. Any requisitions still outstanding are also transferred.The old card must be retained until the next supply overhaul and is filed according to local practice.

POSTING RECEIPTS OF STOCK MATERIAL

Stock record cards should be posted daily, in ink, as you receive the receipt and issue documents from the receiving Storekeepers and storeroom Storekeepers. Receipts should be posted before issues, and the SIM items posted before non-SIM.

The following data in the stock record must be compared with those in the receipt document. Differences must be reconciled before posting the receipt to the stock record.

- cognizance symbol,
- national stock number,
- unit of issue,
- unit price,
- quantity requisitioned, and
- storage location.

Data in Agreement

If the above data are the same in the receipt document and in the stock record, entries in the stock record (see figure 7-6) will be made as follows:

- Enter the Julian date of the receipt and the serial number of the related requisition in the "Date& Ser./WCC" column.
- Enter the receipt quantity in the "Receipts" column.
- Increase the balance in the "On Hand column by the quantity received.
- Line through (but do not obliterate) applicable requisition data in the "Requisitions Outstanding" column. An example of the line through technique is shown in figure 7-6.

If a NAVSUP Form 1250-1 was used to requisition an NIS DTO requirement, the retained green copy will be removed from the MOF for immediate issue of the item received. Refer to NAVSUP P-485 for a more detailed explanation of this process.

Data Differences

Any differences noted when comparing a receipt document and stock record data will be reconciled before posting the receipt to the stock record.

When the cognizance symbol in the receipt document differs from that in the stock record, the cognizance symbol in the stock record will be changed to agree with that in the receipt document. See figure 7-7 for an example of a cognizance symbol change.

When an item is received under a new or superseding NSN, a new stock record will be prepared to record the receipt. Refer to figure 7-8 for an example of a stock record with a superseding NSN and figure 7-9 for an example of closing out a superseded NSN stock record. Figure 7-9.—Example of closing out a superseding NSN stock record.

When a Replenishment item is received under a new or superseding NSN, the on-hand balance in the stock

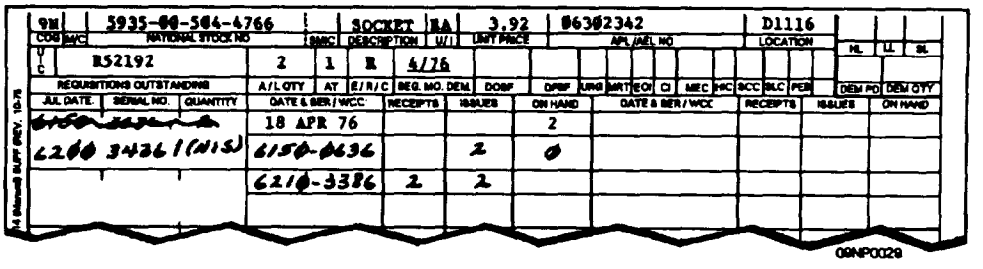


Figure 7-6.—Posting receipts to stock records.

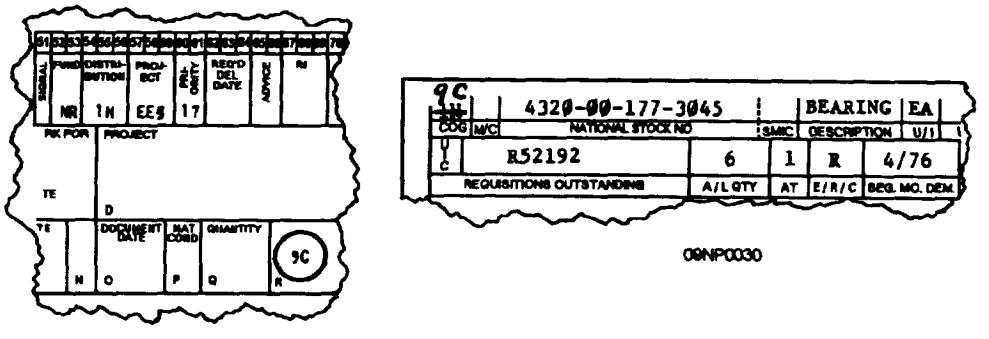


Figure 7-7.—Example of a cognizance symbol change to stock records.

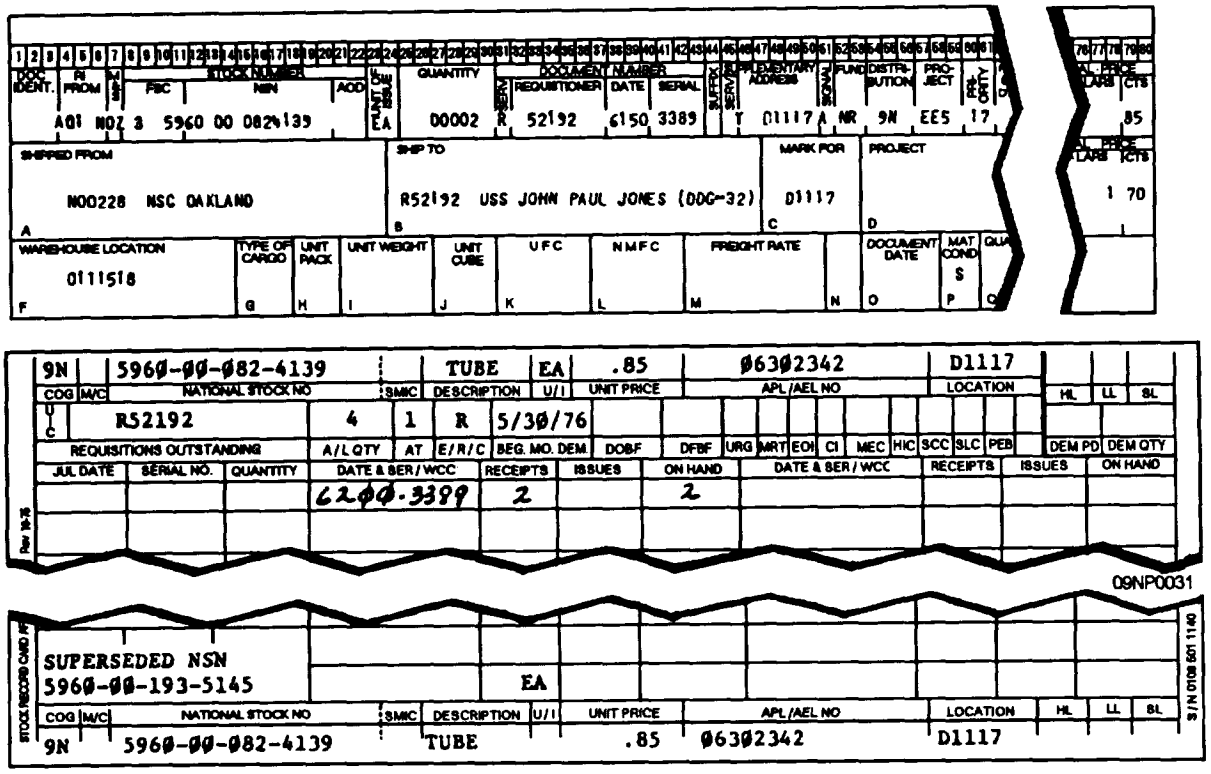


Figure 7-8. —Example of a stock record for superseding NSN.

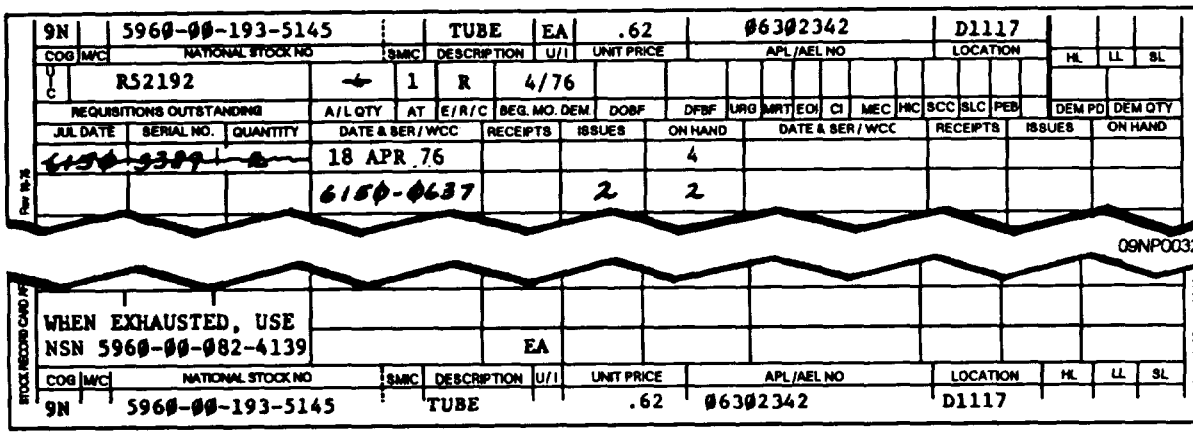


Figure 7-9—Example of closing our a superseded NSN stock record.

record for the superseded NSN will not be carried forward to the new stock record for the superseding NSN. This removes the need to remark material already in stock. However, both stock records will be reviewed when computing demand and/or frequency of demand, and in determining replenishment quantities. When replenishment is required, the superseding NSN will be indicated in the requisition.

When a requisitioned item is not readily available from system stock and advice code 2B was not entered in the requisition, stock points occasionally may furnish a substitute item in lieu of the requested item. Refer to figure 7-10 data block "T" of DD Form 1348-1 for an example of a stock number of an item originally requested.

(Distinction between a substitute NSN and a new or superseding NSN is determined by the status code (BH or BG respectively) indicated in the supply status card.) When a substitute item is received and a stock record already exists for the same NSN as that of the

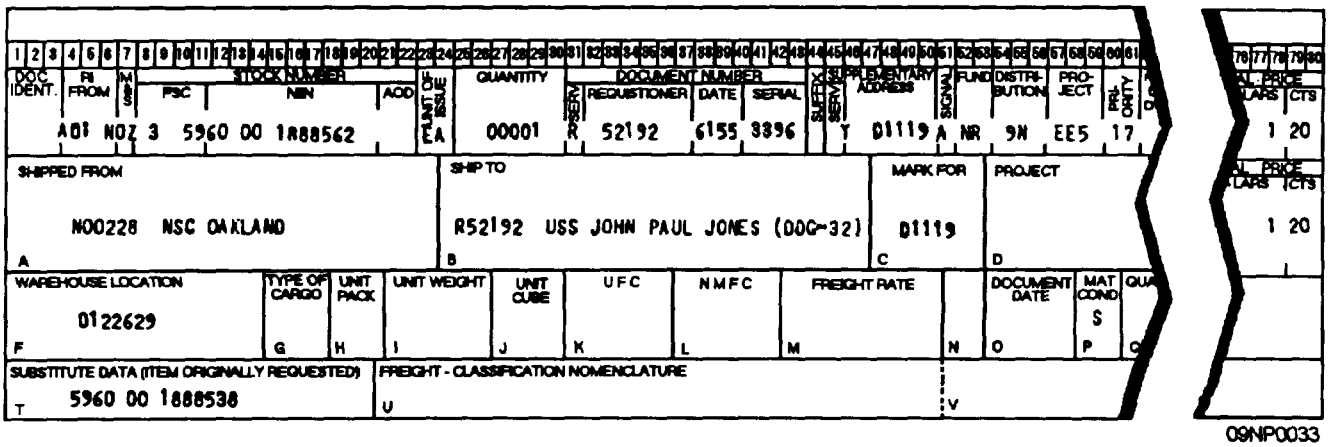


Figure 7-10.—Example of a stock number of an item originally requested on DD Form 1348-1.

substitute item, the receipt data as well as the notation "ITEM IS SUBSTITUTE FOR NSN _," will be entered in the existing stock record. If a stock record does not exist a new stock record will be prepared to record the receipt of the substitute item as shown in figure 7-11, an example of a posting action for a substitute item.

The stock record for the primary item and the stock record for the substitute item will be reviewed at the same time when computing total demand quantity and/or frequency demand, and in determining replenishment requirements. When replenishment is required, the primary item (if preferred) will be requisitioned.

When the unit of issue in the receipt document differs from that in the stock record, the unit of issue in the stock record will be changed to agree with that in the receipt document. In addition, the allowance quantity, the HL/LL/SL quantities (if a SIM item), and the on-hand balance in the stock record will be adjusted for compatibility with the new unit of issue, if required. If adjustment of the on-hand-balance is required, the Julian date of the adjustment, the notation "U/I CHANGE," and the adjusted on-hand quantity will be entered prior to posing the receipt document. For an example, see figure 7-12. It is important that any unit of issue changes in a stock record be considered in computations of total demand quantity. For example, if 2 PR of an item had been issued prior to a unit of issue change from PR to EA, the issued quantity of 2 PR will be counted as 4 EA in total demand quantities computed after the posted date of the change.

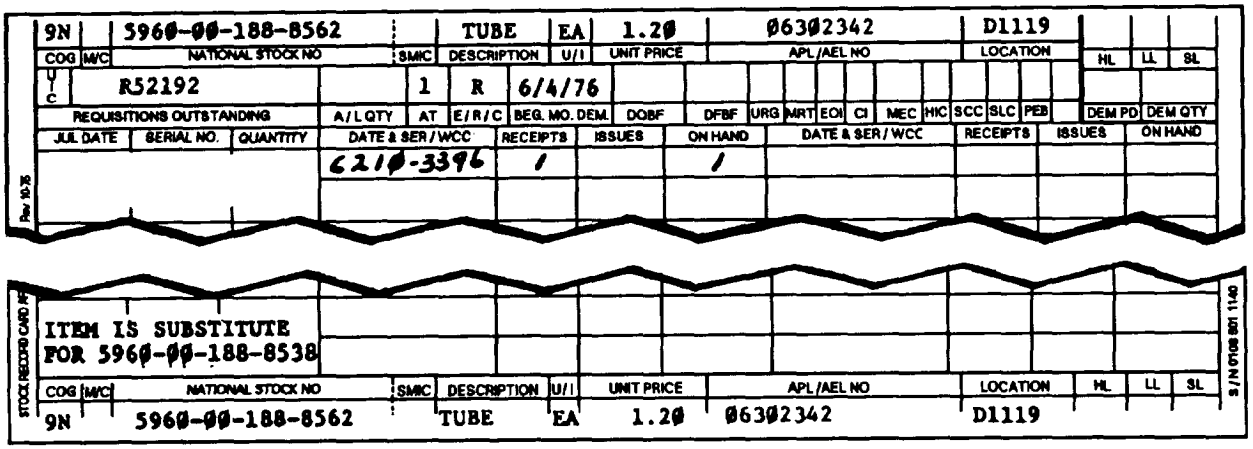
When the unit price in the receipt document differs from the stock reed, the unit price in the stock record will be changed to agree with the receipt document. Significant price changes will be verified with the ML-N, and if the price indicated in the ML-N is unrealistic, verification should be requested from the Ship's Parts Control Center (SPCC).

Quantity

Partial Quantity Received, Balance Due—When the total quantity requisitioned is not received, and a suffix code is indicated in column 44 of the receipt document, the quantity received will be posted to the stock record. The requisitioned quantity indicated in the "Requisitions Outstanding" column will be lined through, and the quantity that remains outstanding will be entered next to the deleted original quantity. For an example, see figure 7-13.

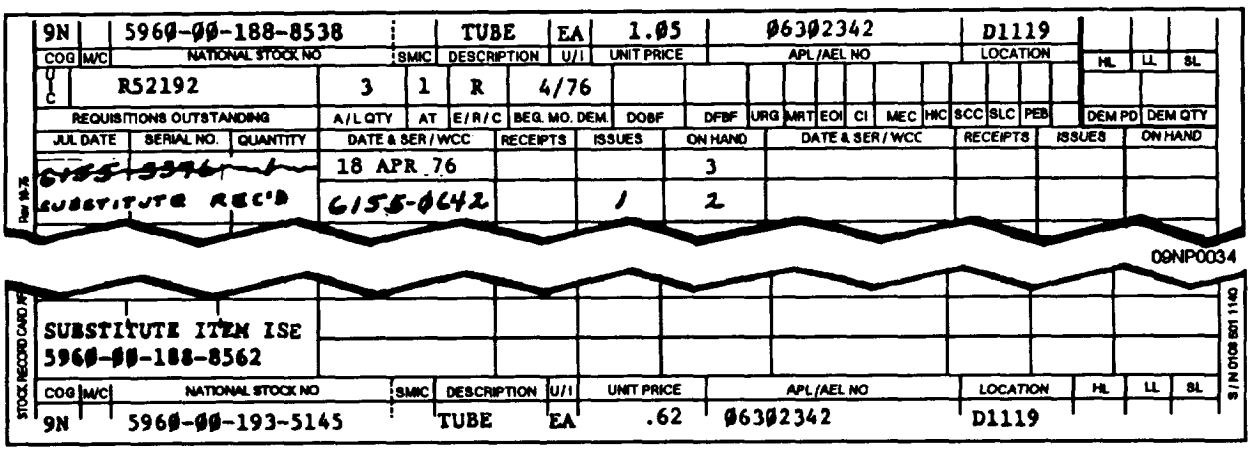
Partial Quantity Received, Balance Canceled—When the total quantity requisitioned is not received, and no suffix code is indicated in column 44 of the receipt document the requisition will be considered to be completed. No further action will be taken by the supply system to furnish the remaining balance. Therefore, the quantity received will be posted to the stock record, and all applicable requisition data in the "Requisitions Outstanding" column will be lined through. For an example, see figure 7-13. If the unfurnished balance of the requisitioned quantity is required, a NAVSUP Form 1250-1 will be prepared to initiate another requisition.

Receipt Overages in Excess of $1OO—A receipt overage exists if the receipt quantity is more than that requisitioned and/or invoiced. When a receipt overage exceeds $100 per line item, or it involves controlled material, the excess quantity will be reported as a receipt discrepancy in accordance with the NAVSUP P-485.



SUBSTITUTE ITEM

09N90034



09NP0034

PRIMARY ITEM

Figure 7-11.—An example of a posting action for a *substitute* item.

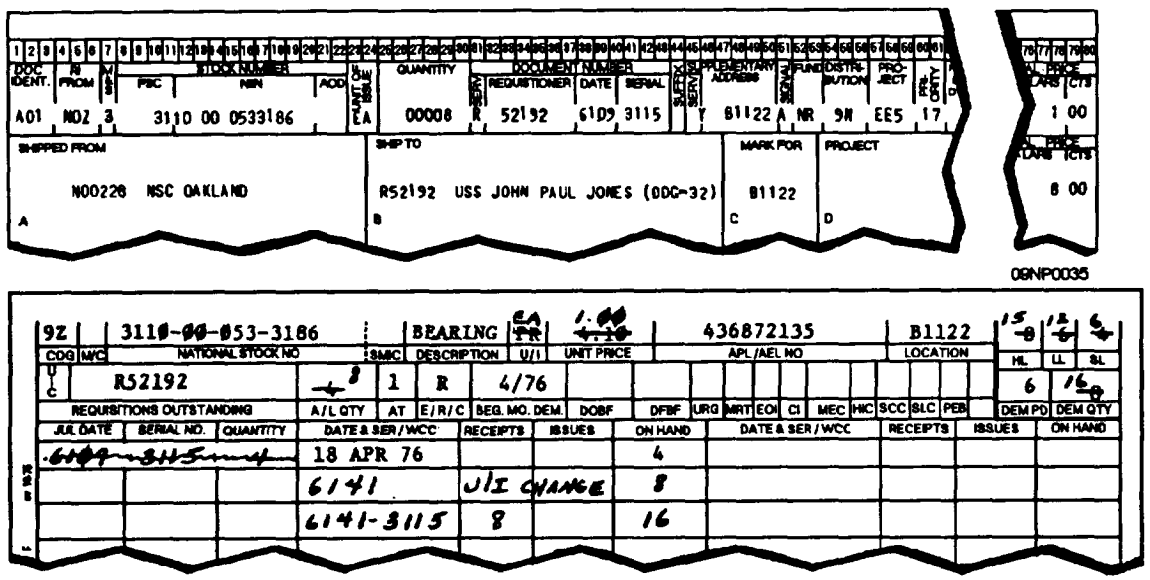


Figure 7-12—Example of the posting of unit of issue and unit price changes to stock records.

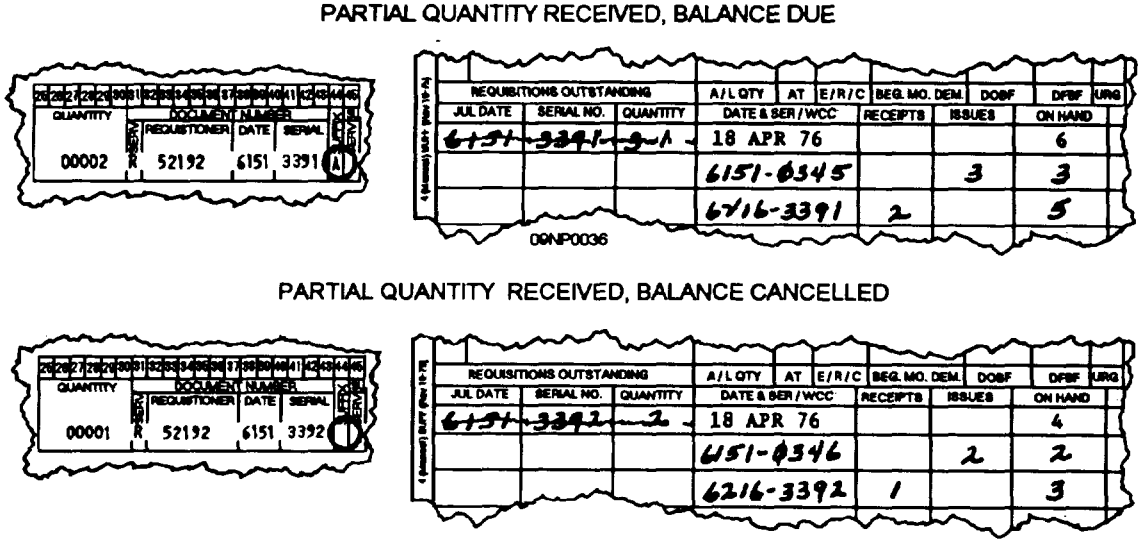


Figure 7-13.-Example of the posting of partial quantities to stock records.

Only the requisitioned quantity will be posted to the stock record as a receipt. The excess quantity, with a copy of the Report of Discrepancy (ROD) attached, will be set aside pending disposition instructions from the action addressee of the ROD.

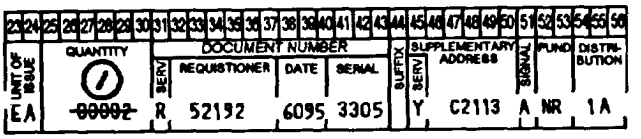
Receipt Overages of $100 or Less—When a receipt overage does not exceed $100 or involve controlled material, the total quantity received will be stored and posted to the stock record. However, if retention of the excess quantity is not desired and the ship is in the vicinity of the issuing activity, the excess material will be returned in accordance the NAVSUP P-485. Only the retained quantity will be posted to stock records as a receipt. If retention of a receipt overage is not desired when the ship is not in the vicinity of the issuing activity, the total quantity received will be posted to the stock record. Then the excess quantity will be transferred to an ashore supply activity in accordance with the NAVSUP P-485.

Receipt Shortages in Excess of $1OO—A receipt shortage exists if the receipt quantity is less than that invoiced. When a receipt shortage exceeds $100 per line item, or it involves controlled material, the actual receipt quantity will be posted to the stock record in accordance with the above subparagraph on "partial Quantity Received, Balance Due." The deficient quantity will be reported as a receipt discrepancy in accordance with the NAVSUP P-485. A copy of the Report of Discrepancy (ROD) and the applicable receipt document then will be held in the material outstanding file until replacement material or a credit invoice is received. If the reply to the ROD is negative, refer to "receipt shortage of $100 or less."

Receipt Shortage of $100 or less—When a receipt shortage which does not exceed $100 or involve controlled material cannot be reconciled with the issuing activity, only the quantity actually received will be posted to the stock record. In addition, a NAVSUP Form 1250-1 will be prepared to report the receipt shortage as consumption under ACCESS. (This document will not be posted to the stock record.) Data blocks of the NAVSUP Form 1250-1 will be completed in the same manner as those for a loss by inventory except as follows:

- Data block 29 (Remarks). Enter the notation "MAT'L RECEIPT SHORTAGE," and the applicable receipt document number.
- Data block S (Posted). Do not check the "S/R (Issue)" square. For an example, see figure 7-14.

After completion of data entries and approval of the supply officer, the NAVSUP Form 1250-1 will be distributed as appropriate. Overages or shortages of Navy-owned material received from Supply Activities (FISC'S, etc..) or received during UNREP are to be resolved directly with the Supply Activities or UNREP ship immediately. No ROD is required. Overages or shortages of non-Navy-owned material received from DOD or GSA will be reported in accordance with NAVSUP P-485.



09NP0037

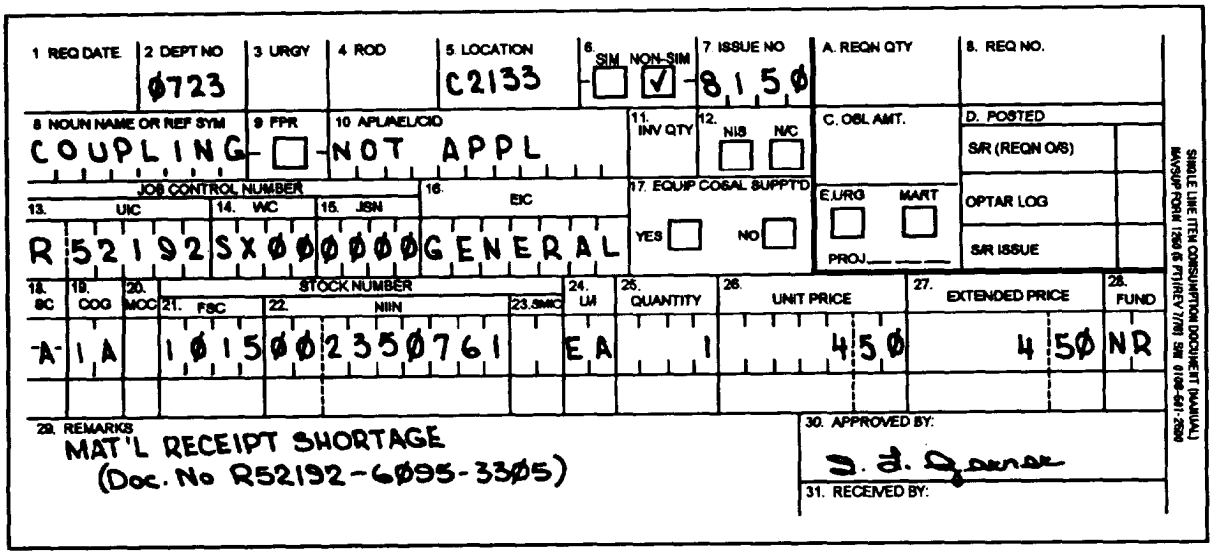


Figure 7-14.—Example of a report of receipt shortage as consumption.

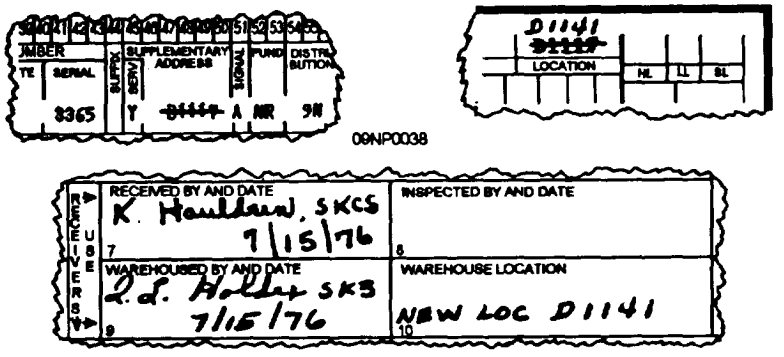
Storage Location

New Location. When the recxeipted copy of the receipt document received from the storeroom Storekeeper indicates that material was stored in a location different from that indicated in the stock record, the location shown in the stock record will be lined through and the new location will be entered. For an example, see figure 7-15.

Additional Locations. When the receipted copy of the receipt document received from the storeroom Storekeeper indicates that an item is stored in multiple locations, the additional location(s) will be entered in the stock record.

Disposition of Posted Receipt Documents

After a receipt has been posted to the stock record, the OPTAR records Storekeeper will enter the material receipt date in the Requisition/OPTAR Log in accordance with NAVSO P-3013. The receipt document then will be forwarded to the requisitioning Storekeeper for attachment to the hardback copy of the related requisition from the material outstanding file.



09NP0038

Figure 7-15.—Example of posting location changes to stock records.

Both documents then will be placed in the material completed file.

Posting Receipts (and Issues) of SIM DTO Material

When SIM DTO material is received and turned over to custodial departments, the receipt documents and related issue requests will be posted simultaneously to the stock record cards maintained for SIM DTO material. The procedure for posting receipt documents and updating management data in stock record cards for SIM DTO items is much the same as that for stock records applicable to stock material. As prescribed previously in the paragraph on "Posting Receipts of Stock Material." The following are exceptions to that procedure:

- As the total quantity of SIM DTO material is issued immediately upon receipt, and since receipts and issues are posted to the stock record simultaneously, the on-hand balance in stock records for SIM DTO items always will be zero.
- When a SIM DTO item is received under a superseding NSN, a separate stock record card need not be prepared, as the superseded NSN in the existing stock record card may be lined through and the superseding number entered above it.
- As an Allowance Parts List (APL) number, storage location, allowance quantity, and AT code are not required entries in a stock record for SIM DTO material. Such data will not be entered in a new stock record prepared for SIM DTO material received under a substitute NSN. However, the entry of "GUCL" or "GEN USE is required in the APL data block.
- NAVSUP Forms 1250-1 prepared to report receipt shortages as consumption under ACCESS will be distributed in accordance with the NAVSUP P-485. Since the submarine forces do not submit ACCESS consumption documents for consumables, preparation of NAVSUP Forms 1250-1 for reporting receipt shortages of SIM DTO items is not required. In either case, if the deficient quantity is to be reordered, the responsible department must submit another NAVSUP Form 1250-1 to initiate the requisition.

After stock records for SIM DTO items have been posted, the receipt and issue documents will be processed as prescribed in the NAVSUP P-485.

INVENTORY CONTROL PROCEDURE OBJECTIVES

The basic objectives of inventory control procedures used afloat are to:

- focus attention on the relatively few items that will satisfy the majority of onboard demands for material;
- provide for the accumulation of accurate consumption data required for ACCESS and the 3-M program and for maintaining adequate supply levels;
- establish a historical demand file for accumulating usage data for not carried (NC) material;
- prescribe that each request for an NC repair part be used to make sure that the parent equipment is supported in the Coordinated Shipboard Allowance List (COSAL);
- reduce physical inventory requirements and to prescribe standard physical inventory procedures;
- provide for effective management of controlled equipage, presentation silver, and mandatory turn-in repairable;
- reduce the number of stock record management data changes required to be made by nonautomated ships;
- prescribe the NAVSUP Form 1250-1 (Single Line Item Consumption Document (manual)) as the issue request document in nonautomated ships;
- prescribe the NAVSUP Form 1250-1 (Single Line Item Consumption/Requisition Document (manual)) as the issue request document in nonautomated ships and as the normal requisitioning document of the nonautomated ships of the submarine forces; and
- prescribe the DD Form 1348 (Single Line Item Requisition System Document (manual)) as the issue request document in automated ships other than those in the submarine forces.

Meeting these inventory control objectives are of major concern to all store keeping personnel. The SK3 and SK2 should be aware of the above objectives and understand their importance. The results of the division's SMA will depend on how well these objectives are met.

CHAPTER 8

MATERIAL EXPENDITURES

The effectiveness of a supply department is measured primarily by its response to the requirements of other departments. Within the supply department your effectiveness will be measured by your overall performance. Personnel from other departments, however, will see only your response to their needs. This response begins with material identification and ends with material expenditure. This chapter discusses the types of expenditures and explains your responsibilities in the supply function.

TYPES OF EXPENDITURES

In this chapter we are concerned with the material held in supply department storerooms and its expenditure. Expenditure is any act which results in a decrease in Navy assets (material or funds). There are three ways of expending material: (1) issue,(2) transfer, and (3) survey. (Refer to the glossary for the definition for these terms.) Of these three, issues are of primary importance to the ship.

When a survey is approved, it becomes an expenditure document and will be assigned a serial number m the expenditure document series.

EXPENDITURE DOCUMENT NUMBERING SYSTEM

Expenditure documents will be numbered in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the service designator code, the ship's unit identification code (UIC), the four-digit Julian date, and a four-digit serial number. For example: If the volume of expenditure documents or the location and size of physical facilities warrants, the serial numbers may be divided into separate blocks of numbers for assignment to categories, such as ordnance, food, ship's stem, and clothing items, and other expenditures. Expenditure document numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement mandatory turn-in repairable (MTR) items. Through the fiscal year, all serial numbers, except for MTR items, run consecutively within each block for each type of expenditure.

EXPENDITURE RECORD LOG

The expenditure record log is used to control expenditure document number assignments and to provide a record of all expenditures. The expenditure record log is divided into two segments described as follows:

Expenditures, Except for MTR Items—This section of the expenditure record log will be maintained for recording all transfers and surveys. If the ship assigns blocks of serial numbers this segment will be subdivided to include a separate section for each material category. The serial numbers in each section will run consecutively throughout the fiscal year. An example of an Expenditure Record Log for other than MTR items is shown in figure 8-1.

MTR items—This section will be maintained for recoding all shipments of unserviceable MTR items. Document numbers in this section will duplicate document numbers assigned to replacement requisitions. An example of the shipment of unserviceable MTR items Expenditure Record Log is shown in figure 8-2.

EXPENDITURE INVOICE FILES

The expenditure invoice file will contain the original of each expenditure invoice prepared by the ship, or a copy if the original is required elsewhere. Internal issue documents, NAVSUP Forms 1250-1, will not be included in the expenditure file. Expenditure invoices will be filed by expenditure document number. However, expenditure invoices for MTR items will be placed on the opposite side from other expenditure invoices. The expenditure invoice file will be retained for 1 year after completion of transfer or survey action.

ISSUES

Heads of departments have authority to request material for the operation of their respective departments, Normally, department heads authorize someone in the department to submit issue requests and receive material. This may be done by submitting a list to the supply officer, naming the individuals authorized. The department head may use a credit card system that

EXPENDITURE RECORD LOG

09NP0039

EXPENDITURE DOCUMENT NUMBER	DEPT.	EXPENDITURE SHIPPED TO	MATERIAL IDENTIFICATION	REMARKS
0176-0141	ENG.	F/SC SUBIC BAY	VALVE, GATE 9C4820-00-277-9848	IN EXCESS WRONG ITEM REC'D
0180-0142	SUP.	USS GANNET MSC-290	UNDERSHIRT, 9D8420-00-543-6648	SHIPS SPARE TRANSFER
0182-0143	SUP.	SURVEY	MISC. FRESH SUBSISTENCE	THROUGH OVERBOARD AT SEA
0189-0144	GUN.	SURVEY	TYPEWRITER, UNDERWOOD, MAN. 11-7565722	CUSTODY CARD Q-74, TURN IN NSC PEARL
0196-0145	ENG.	F/SC PEARL HARBOR	AIR COMPRESSOR	CHANGE IN ALLOWANCE
0196-0146	SUB.	F/SC PEARL HARBOR	TYPWRITER, UNDERWOOD, MAN. 11-7565722	REFER GUN. SURVEY 0182-0144

Figure 8-1.—Example of an Expenditure Record Log for other than MTR items.

SHIPMENTS OF UNSERVICEABLE MTR ITEMS

09NP0040

EXPENDITURE DOCUMENT NUMBER	DEPT.	EXPENDITURE SHIPPED TO	MATERIAL IDENTIFICATION	REMARKS
0173-5631	ENG.	F/SC SUBIC BAY	VOLTMETER, SER. 04681 2N6625-694-8273	CUSTODY CARD-B39, MCC-H, REPLACEMENT ORDERED
0179-5680	GUN.	F/SC PEARL HARBOR	RELAY ASSY. 2A1420-00-830-6904	MCC-H, REPLACEMENT ORDERED FOR D.T.O.
0198-5703	OPS.	F/SC PEARL HARBOR	TUBE, 2A5960-00-966-4918	MCC-G, REPLACEMENT ORDERED FOR STOCK

Figure 8-2.—Example of the Shipment of Unserviceable MTR items Expenditure Record Log.

authorizes the bearer to request and receive material. Either method serves not only as an authorization for you to accept the request but also as a control over requests submitted by departments.

Control of issues is necessary to make sure that the ship stays within the OPTAR granted by the TYCOM and that only essential material is requested. The commanding officer normally provides for an equitable distribution of the OPTAR to the various departments by means of a departmental budget. Each head of department is required to operate within this budget. The budget may be exceeded only with the approval of the commanding officer.

SUPPLY SUPPORT CENTER (SSC)

An SSC is an organization component that serves as a single point of contact between supply and maintenance personnel. Although an SSC is not required on ships that do not have a Supply Corps officer assigned, its establishment is strongly recommended when enough space is available. Generally, the SSC receives and processes material requests, determines or verifies material identification, and advises maintenance personnel of requisition status on their unfilled issue requests. Although such functions are performed in ships without an SSC, they can be accomplished more effectively when consolidated under an SSC in a location conveniently accessible to maintenance personnel.

ISSUE REQUEST DOCUMENTS USED

All issues of stock material and all direct turnover (DTO) material procured by the supply department, as well as all chargeable services, will be recorded on a NAVSUP Form or 1250-1. When you prepare the NAVSUP Form 1250-1, follow the procedures in the NAVSUP P-485.

DISTRIBUTION

Distribution of the NAVSUP Form 1250-1 is determined by the type of transaction or circumstance to which it applies. For example, the use of procurement action tickler file requires an alteration in distribution. In the case of NAVSUP Form 1250-1, distribution depends on whether or not it is used as a

requisition. The different purposes for which NAVSUP Form 1250-1 is used, and the distribution in each situation, are prescribed in the NAVSUP P-485.

ISSUE

Assuming that the action needed for issue as specified in the NAVSUP P-485 have been performed and recorded accurately, the issue is simple. The storeroom Storekeeper goes to the location shown on the request, removes the material, turns it over to the department representative in exchange for the representative's signature on the original of the NAVSUP Form 1250-1.

ISSUE OF PRE-EXPENDED BIN (PEB) MATERIAL

Replenishment of PEB material in organizational maintenance level ships is the responsibility of the department head controlling the space in which the PEB is located. In intermediate maintenance level ships, replenishment of PEB material is the responsibility of the supply support center. The supply officer must make sure that adequate backup stocks of PEB material are maintained. Replenishment of PEB material will be retie by use of NAVSUP Form 1250-1 prepared as specified in the NAVSUP P-485.

POSTING ISSUES TO STOCK RECORDS

Issue transactions will be posted, in ink, to stock records daily. Issues of selected item management (SIM) items will be posted first. Issues will not be posted to the stock records before the actual issue of material.

The material issue date and the department number or the work center code if a department number is not assigned (data block 7 and data block 2 or 14 of the issue request) will be posted to the "Date & Ser./WCC column of the stock record. The quantity (data block 25 of the issue request) will be posted to the "Issue" column and the quantity in the "On hand column will be reduced to reflect the new stock record balance. (For an example see figure 8-3.)

NON-SIM INVENTORY VALIDATION OR (AT ISSUE) DURING AN ISSUE

If the item issued is a non-SIM item, the inventory figure in data block 11 of the NAVSUP Form 1250-1 will be compared with the on-hand balance indicated in the stock record after the issue has been posted. If the item was issued from more than one location, the inventory figures in data block 29 will be compared with the quantity figures in the "Location" field of the stock record. After such figures have been reduced by

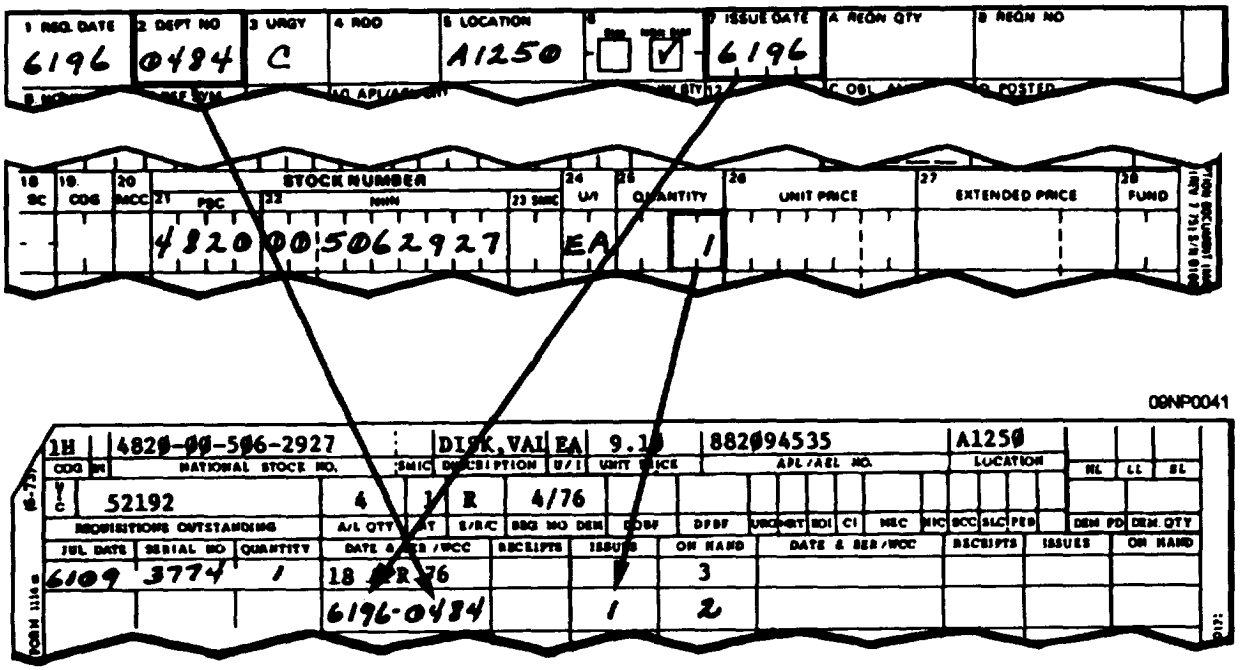


Figure 8-3.—Example of the posting of an issue to the stock record card.

the issued quantities. If the quantities differ, refer to the NAVSUP P-485 for the action to be taken.

COMPLETION AND DISTRIBUTION OF NAVSUP FORM 1250-1 FOR ISSUES AND INVENTORY LOSSES OF STOCK MATERIAL

After posting an issue or inventory loss to the stock record, the stock records Storekeeper will complete the data entries on the NAVSUP Form 1250-1 as required by the NAVSUP P-485.

After an issue or an inventory loss has been posted to the stock record, and data entries have been completed, the NAVSUP Form 1250-1 will be distributed as required by the NAVSUP P-485.

PREPARATION OF NAVSUP FORM 1250-1 FOR NOT IN STOCK OR NOT CARRIED (NIS/PARTIAL/NC) MATERIAL

When the total quantity of a requested item is not available and a partial quantity is issued, the storeroom Storekeeper will line through the quantity requested on the NAVSUP Form 1250-1 and enter the quantity actually issued (see figure 8-4). The remaining data entries in the issue request then will be completed in the same manner as that for a routine issue from stock If the unfilled balance of the requested quantity will continue to be required, the storeroom Storekeeper will prepare a new NAVSUP Form 1250-1 for the deficient quantity, duplicating all information from the basic document except the quantity. The yellow copy of the new document will be detached and given to the requester. The remaining data entries in the new document then will be completed by the stock records Storekeeper (see figure 8-5).

Total Quantity NIS

If a requested item is NIS and no acceptable substitute is available, and if the quantity requested is still required, the stock records Storekeeper will verify the requester's data, and then complete the remaining data entries for requisitioning.

Not Carried (NC) Material (Including SIM DTO)

If a quested item is not carried in stock and an acceptable substitute is not available, and if the requested item will continue to be required, the stock records Storekeeper will verify the requester's data, and then will complete the remaining data entries for requisitioning. The ML-N, COSAL, MCRL, or other pertinent publication listed the NAVSUP P-485 will be used to determine or verify data entries in a NAVSUP Form 1250-1 for NC material. See figures 8-5, 8-6, and 8-7 for examples of these entries.

Management Data Entries

After verifying the data furnished by the requester and before initiating a requisition for NIS/NC material (including SIM DTO items), the stock records Storekeeper will complete the required issue data blocks entries in the NAVSUP Form 1250-1. For complete management data entry information, refer to the NAVSUP P-485.

USAGE DATA

Since usage data plays a large part in determining future allowances of material, it is important that usage be recorded. Usage data on all material for which a NAVSUP Form 1114 is maintained must be rounded on the stock record card If a NAVSUP Form 1250-1 is used as the consumption document, an additional document (NAVSUP Form 1114 or suitable document) is filed in the historical demand file (HDF). Hardback copies of NAVSUP Form 1250-1 and NAVSUP Form 1114 are filed in the following sequence: NIIN, NICN, part number, and other item identification. Copies of SERVMART Shopping List are maintained chronologically, by Julian date of the applicable money value only (MVO) requisition number.

In regard to the historical demand file, it will not be required if the type commander provides a monthly ADP list of NC items qualified for stock (based on ACCESS consumption documents that the ship submitted in the past 12-month period). When such a list is provided, the hardback copies of NAVSUP Form 1250-1 for NC items may be discarded after procurement documents have been prepared, and the list will be used as the historical demand record until replaced by the next monthly list. Superseded lists need not be retained inasmuch as Supply Operations Assistance Program/Integrated Logistics Overhaul requirements for demand data applicable to NC items can be readily provided by the type commander's ADP facility.

Reporting Usage of Nonissued Material

When material used for a maintenance action or other purpose was obtained from other than

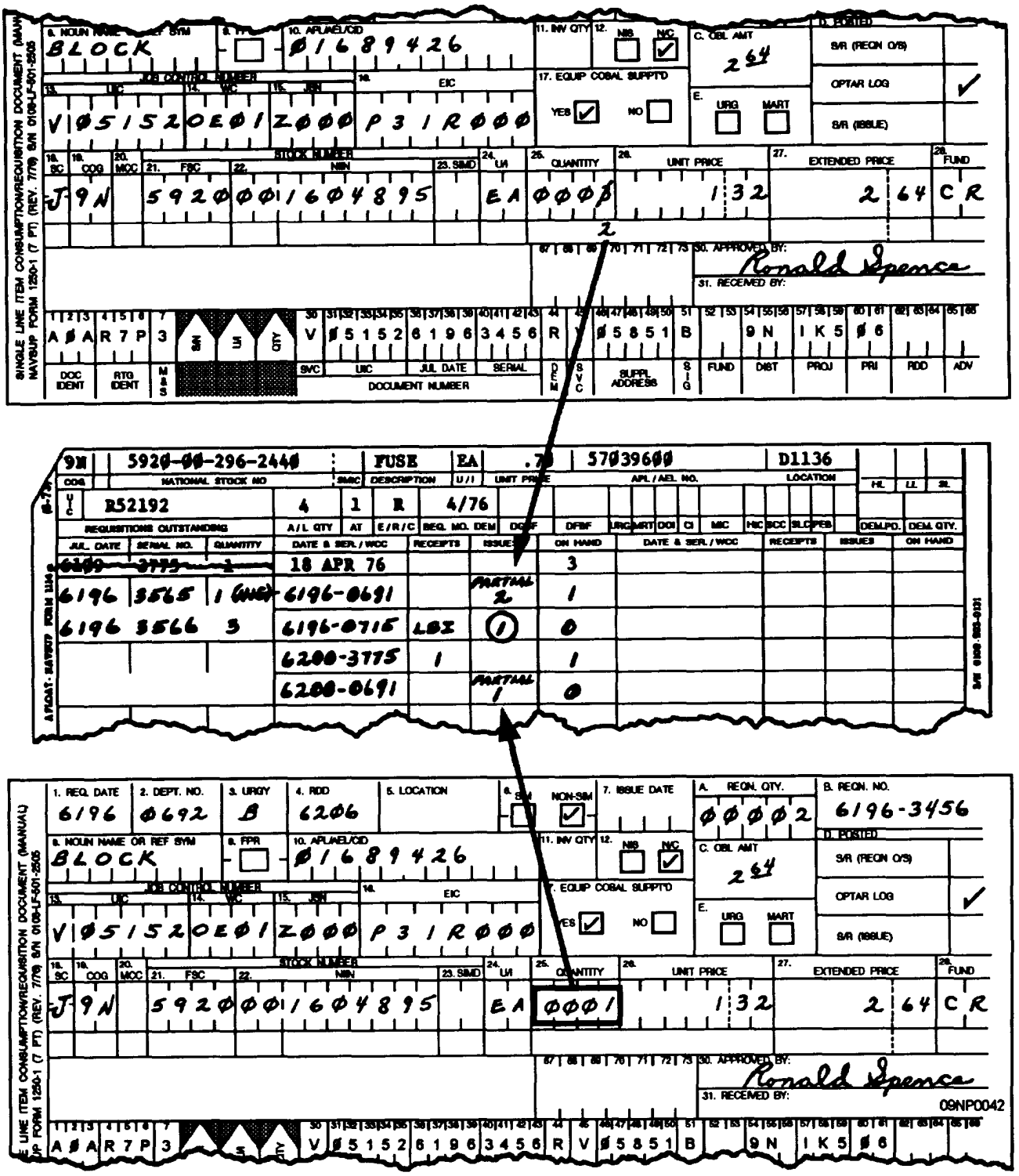


Figure 8-4.—Example of the posting of partial Issues to stock record from NAVSUP Form 1250-1.

supply sources (e.g., salvage, cannibalization, local manufacture), a NAVSUP Form 1250-1 is needed. The form is prepared by the work center representative to document and report the usage. It will be submitted to the supply office for input. (Nonissued items that are usually requisitioned as chargeable material will be reported as changeable material.) The NAVSUP Form 1250-1 will be prepared to include data entries normally required of maintenance personnel in issue requests.

If the item is identified by an NSN and stock record exists, the Julian date, department number (or work

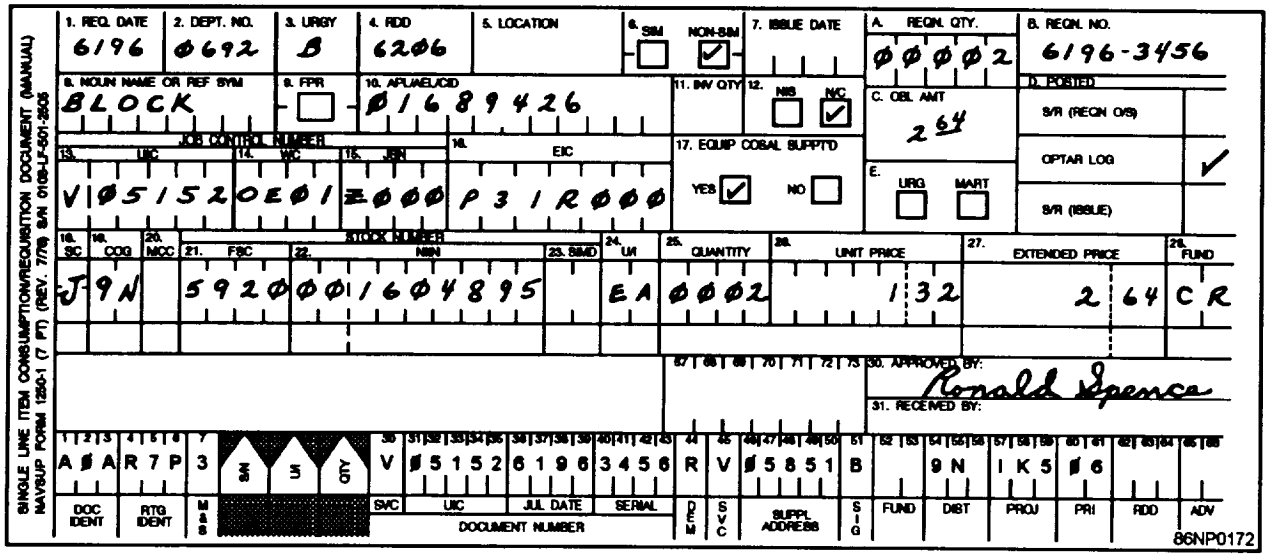

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV. 7/79) S/N 0108-LF-501-2505
1. REQ. DATE 6196
2. DEPT. NO. Ø692
3. URGY B
4. RDD 6206
5. LOCATION
6. SIM NON-SIM
7. ISSUE DATE
A. REQN. QTY. ØØØØ2
B. REQN. NO. 6196-3456
8. NOUN NAME OR REF SYM BLOCK
9. FPR
10. APLIAELICID Ø168942Ø
11. INV QTY
12. NIS NC
C. OBL AMT 2 64
D. POSTED
S/R (REQN O/S)
OPTAR LOG ✓
S/R (ISSUE)
JOB CONTROL NUMBER
13. UIC V05152
14. WC OE01
15. JSN Ø000
16. EIC P31RØØØ
17. EQUIP COSAL SUPPTD YES NO
E. URG MART
18. SC J
19. COG 9N
20. MCC
21. FSC 5920
22. NSN ØØ1604895
23. SMIC
24. UI EA
25. QUANTITY ØØØ2
26. UNIT PRICE 1 32
27. EXTENDED PRICE 2 64
28. FUND CR
30. APPROVED BY: Ronald Spence
31. RECEIVED BY:
A Ø A R 7 P 3 SIG 5 QTY V Ø5152 6196 34560 R V Ø5851 B 9N IK5 Ø6
DOC IDENT RTG IDENT MAS SVC UIC JUL DATE SERIAL DOCUMENT NUMBER DEM SVC SUPPL ADDRESS SIG FUND DIST PROJ PRI RDD ADV
86NP0172

Figure 8-5.—Example of NAVSUP Form 1250-1 for an NIS item after entries of requisition data for chargeable material.

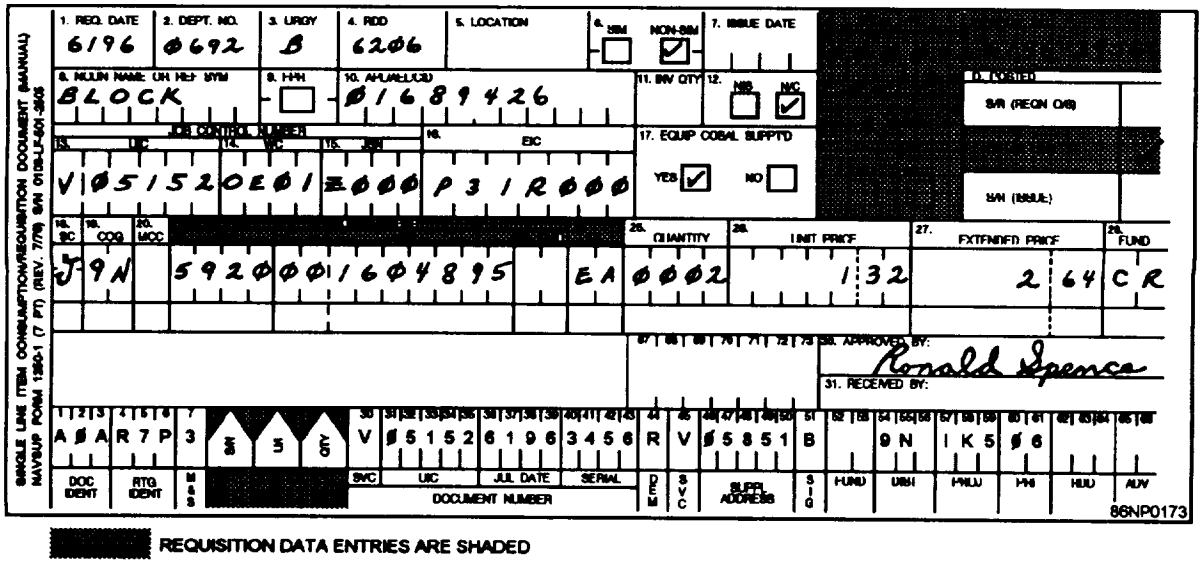

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV. 7/79) S/N 0108-LF-501-2505
1. REQ. DATE 6196
2. DEPT. NO. Ø692
3. URGY B
4. RDD 6206
5. LOCATION
6. SIM NON-SIM
7. ISSUE DATE
8. NOUN NAME OR REF SYM BLOCK
9. FPR
10. APLIAELICID Ø168942Ø
11. INV QTY
12. NIS NC
D. POSTED
S/R (REQN O/S)
S/N (ISSUE)
JOB CONTROL NUMBER
13. UIC V05152
14. WC OE01
15. JSN Ø000
16. EIC P31RØØØ
17. EQUIP COSAL SUPPTD YES NO
18. SC J
19. COG 9N
20. MCC
21. FSC 5920
22. NSN ØØ1604895
24. UI EA
25. QUANTITY ØØØ2
26. UNIT PRICE 1 32
27. EXTENDED PRICE 2 64
28. FUND CR
30. APPROVED BY: Ronald Spence
31. RECEIVED BY:
A Ø A R 7 P 3 SIG 5 QTY V Ø5152 6196 34560 R V Ø5851 B 9N IK5 Ø6
DOC IDENT RTG IDENT MAS SVC UIC JUL DATE SERIAL DOCUMENT NUMBER DEM SVC SUPPL ADDRESS SIG FUND DIST PROJ PRI RDD ADV
86NP0173
REQUISITION DATA ENTRIES ARE SHADED

Figure 8-6.—Example of stock records Storekeeper entries for NC items.

center code), and quantity indicated in the NAVSUP Form 1250-1 will be posted to the stock record to record the demand. Since the item was not issued from supply department stock, the existing stockyard balance will not be reduced. Whether or not an applicable stock record is maintained, the stock records Storekeeper, prior to distribution of the NAVSUP Form 1250-1, will complete the data blocks as shown in figure 8-8.

TRANSFERS

As prescribed in OPNAVINST 3120.32 *(Standard Organization and Regulations of the U.S. Navy),* material transfer is one of the general duties of the supply officer. Unless otherwise directed by the commanding officer, the supply officer is responsible for approving transfers of all types of material (except medical/dental supplies in end-use ships, and fuel). Although such responsibility need not be delegated by letter, it should be specified in the *Ship's Organization and Regulations Manual* (SORM). Before transfer of material (other than unserviceable or excess items) to another activity, the supply officer makes sure that it is not currently needed by the department(s) that normally use it. In the absence of the supply officer, material transfers may be approved by the duty supply officer or

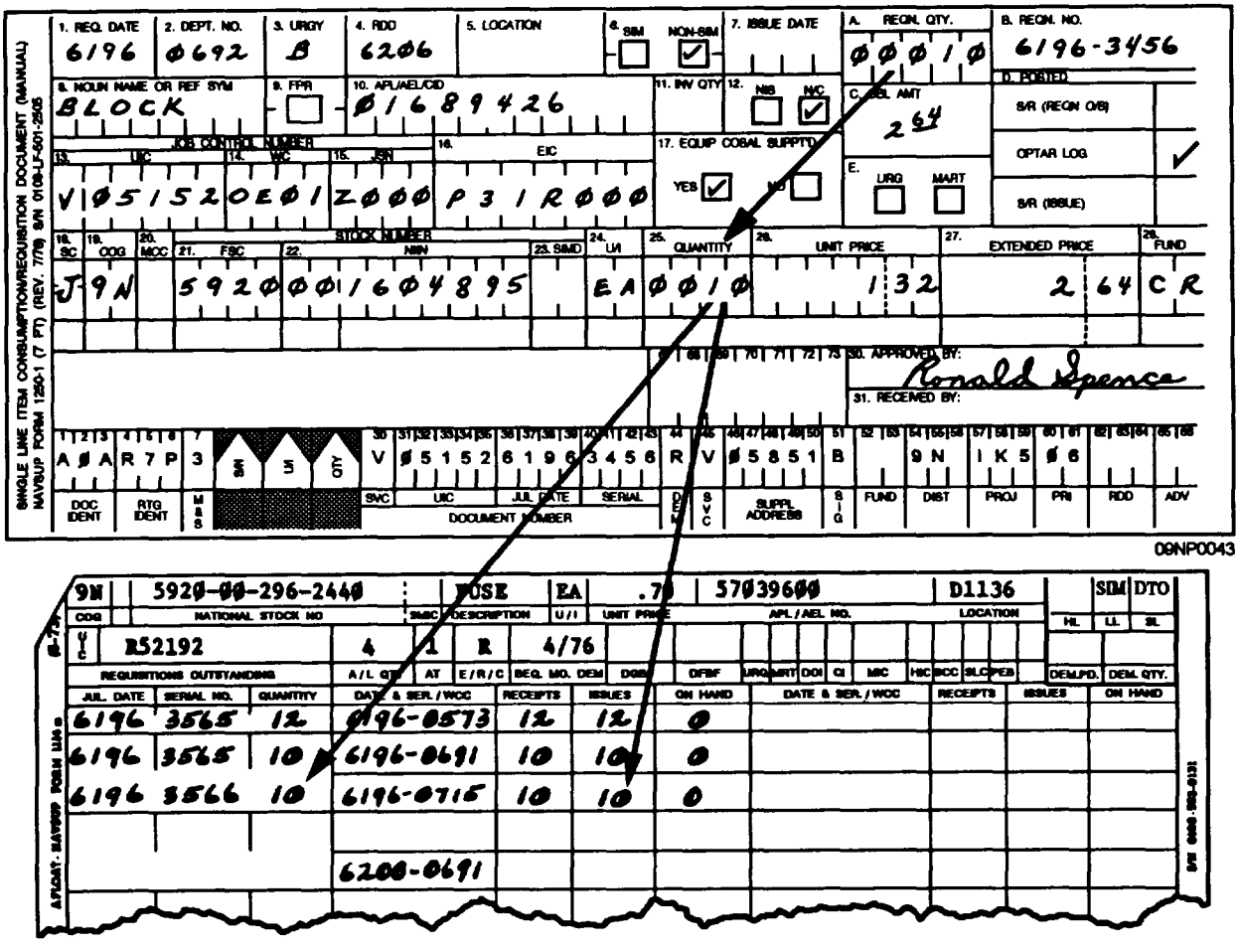

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV. 7/79) S/N 0108-LF-001-2505
1. REQ. DATE 6196
2. DEPT. NO. Ø692
3. URGY B
4. RDD 6206
5. LOCATION
6. SIM NON-SIM
7. ISSUE DATE
A. REQN. QTY. ØØØ1Ø
B. REQN. NO. 6196-3456
8. NOUN NAME OR REF SYM BLOCK
9. FPR
10. APL/AEL/CID Ø168942 6
11. INV QTY
12. NIS NIC
C. OBL AMT 264
D. POSTED
S/R (REQN O/S)
OPTAR LOG
E. URG MART
S/R (ISSUE)
JOB CONTROL NUMBER
13. UIC V Ø5152
14. WC OEØ1
15. JSN ZØØØ
16. EIC P31RØØØ
17. EQUIP COSAL SUPPT'D YES NO
18. SC J
19. COG 9N
20. MCC
21. FSC 5920
22. NIIN ØØ1604895
23. SMD
24. UI EA
25. QUANTITY ØØ1Ø
26. UNIT PRICE 1 32
27. EXTENDED PRICE 2 64
28. FUND CR
30. APPROVED BY: Ronald Spence
31. RECEIVED BY:
A Ø A R 7 P 3
V Ø5152 6196 34556
R V Ø5851 B 9N IK5 Ø6
DOC IDENT
RTG IDENT
MAS
SVC UIC JUL DATE SERIAL
DOCUMENT NUMBER
DEM
SVC
SUPPL ADDRESS
SIG
FUND DIST PROJ PRI RDD ADV
09NP0043
9N 5920-00-296-2440 USE EA .70 57Ø396ØØ D1136 SIM DTO
COG NATIONAL STOCK NO SMIC DESCRIPTION U/I UNIT PRICE APL/AEL NO. LOCATION HIL LIL SIL
UIC R52192 4 1 R 4/76
REQUISITIONS OUTSTANDING A/L QTY AT E/R/C BEQ. MO. DEM DOD DFSF URG MRT DOI CI MIC HIC SCC SLC PEB DEM.PD. DEM. QTY.
JUL. DATE SERIAL NO. QUANTITY DATE & SER./WCC RECEIPTS ISSUES ON HAND DATE & SER./WCC RECEIPTS ISSUES ON HAND
6196 3565 12 6196-0573 12 12 Ø
6196 3565 10 6196-0691 10 10 0
6196 3566 10 6196-0715 10 10 0
6200-0691

Figure 8-7.—Example of simultaneous receipt and issue of SIM DTO material.

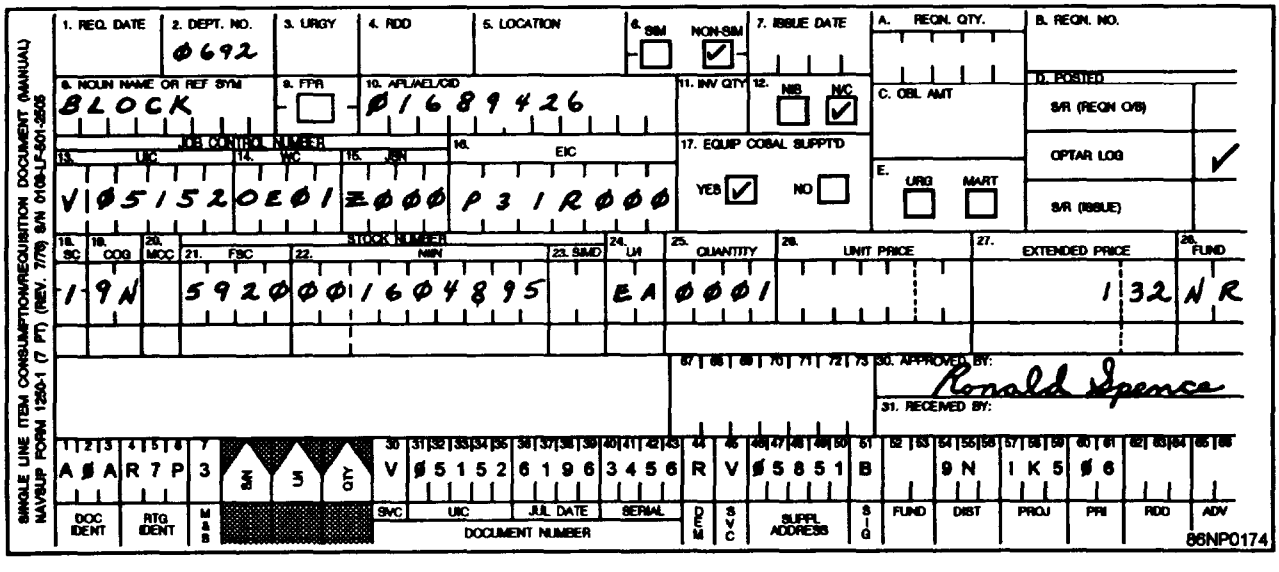


Figure 8-8.—Example of a completed NAVSUP Form 1250-1 for reporting usage of a nonissue item.

the command duty officer, as prescribed in the SORM. Before proceeding with any unfamiliar transfer action, (e.g., Maintenance Assistance Modules (MAIMs)) the NAVSUP P-485 should be consulted.

TRANSFERS TO OTHER AFLOAT UNITS

Transfers to other afloat units are made in response to a request when the material is available and can be spared. Requests are normally received on a DD Form 1348, but may be received by letter, message, or other means. The DD Form 1348 is prepared in the same manner a requisition to a supply activity except that the document identifier is left blank

Availability of material is determined by the supply officer after considering the quantity on hand and the anticipated usage until replenishment can be obtained. The supply officer may also request the advice of the using department before transferring repair parts. If material is not available, the request is rejected.

Additional entries requested by the NAVSUP P-485 should be made by the transferring ship. An example of an intership transfer document is shown in figure 8-9.

When the request is received by other means, it must contain the NSN, unit of issue, quantity, document number, fund code, and project code. A DD Form 1348-1 is then prepared by the transferring ship. An example is shown in figure 8-10. Refer to the NAVSUP P-485 for detailed preparation and disposition instructions.

Posting Transfers to Stock Records

Transfers of material are posted to stock record cards in the same manner as issues, except that the quantity transferred is circled. This is done because transfers are not considered as usage or demand since the material was not used on your ship.

Receipts from other ships are posted and issued exactly the same as receipts from a supply activity.

Summarizing Transfers

Each month the value of transfers to other ships and afloat units is summarized to the supporting DFAS using the Summary of Material Receipts/Expenditures, NAVCOMPT Form 176. This action effects the necessary appropriation, allotment, and cost accounting adjustment. Refer to the NAVSUP P-485 for preparation and submission procedures.

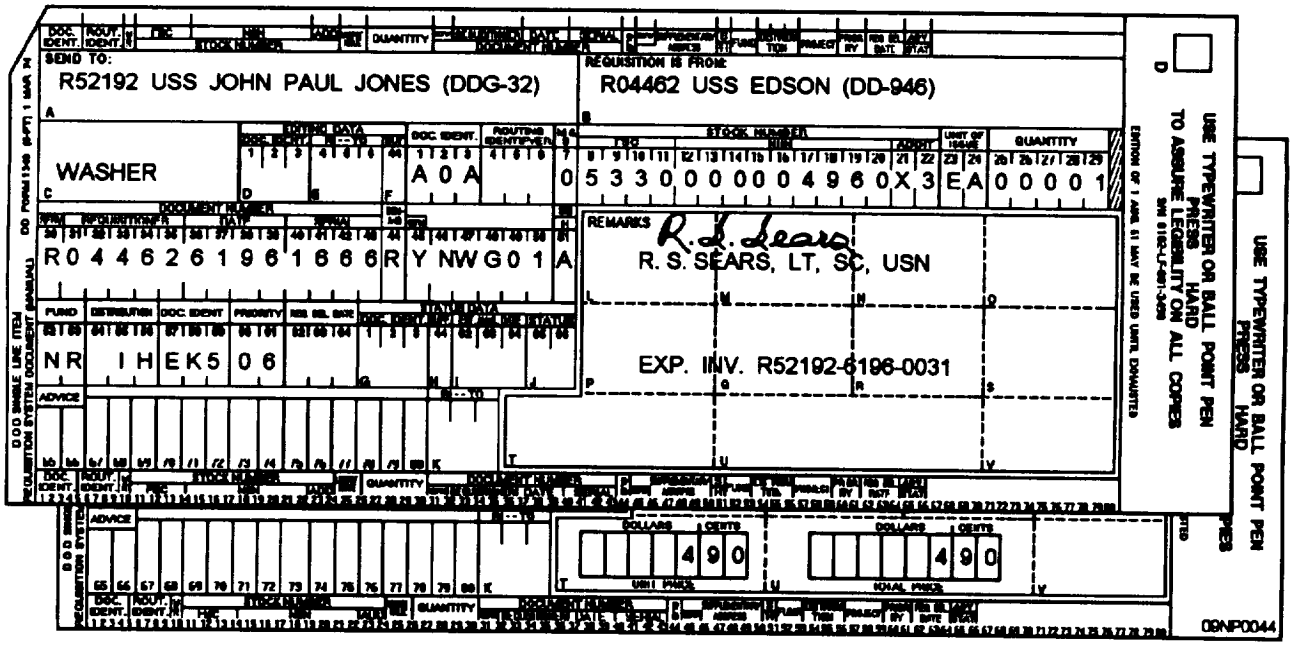


Figure 8-9.—Example of DD form 1348 used as an intership transfer document.

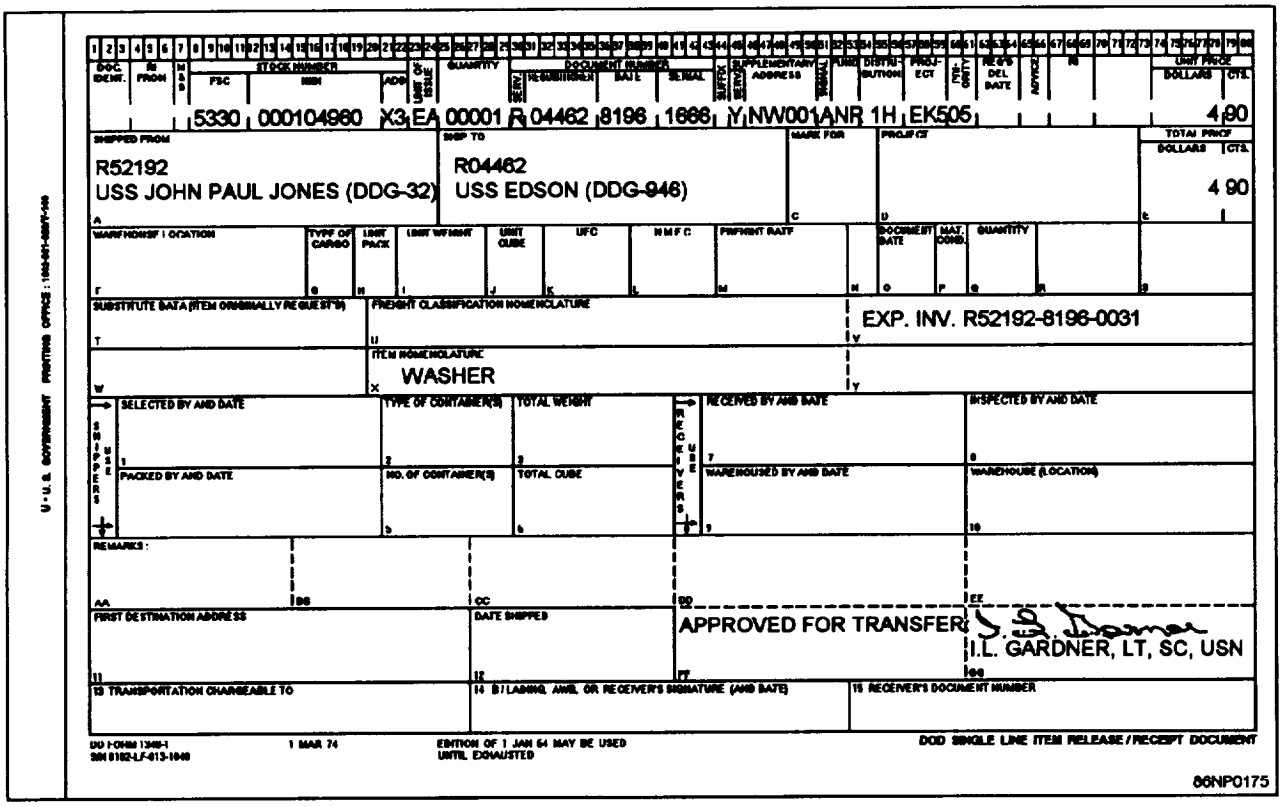


Figure 8-10.—Example of DD Form 1348-1 used as an intership transfer document.

Transfers of Fuel

Transfer of fuel by ships other than tankers is documented in unpriced memorandum DD Forms 1149 or 1348-1. They are not summarized. A copy of each transfer document must accompany the transferring ship's Monthly Summary of Fuel Inventory and Steaming Hours Report (commonly called the "monthly fuel report").

NAVSUP P-485 provides specific instructions covering the transfer of fuel from ship to ashore activities and transfer of aviation fuels. Transfers or losses of bulk propulsion fuel from tankers are expended in accordance with fleet or type commander and Military Sealift Command instructions.

MATERIAL TURNED INTO STORE ASHORE

Material is normally turned in became it is in excess, unserviceable mandatory turn-in repairable, represervation required salvage, or disposal. Each transfer must be approved by the supply officer. Credit for excess material turned in will be granted to the appropriate TYCOM operating budget in accordance with the credit policy of the inventory manager. An example of a DD Forn 1348-1 used for turn-into store ashore is shown in figure 8-11. The distribution instructions for the DD Form 1348-1 used for turn-in to store ashore are found m the NAVSUP P-485.

Identification of Turn-In Material

Material turned in to store ashore must be identified, tagged, and marked accurately. This allows the receiving activity to process and grant credit, when applicable. Ships must follow the procedures outlined in NAVSUP P-485 when identifying material for bun-in to stem ashore.

Accounting for Turn-Ins

Accounting for material turned in to store ashore from nonstock funded ships is performed by ashore activities. Summaries are not required. Transfers should not recorded in the ship's OPTAR Log. Although turn-ins of material to store ashore have no impact on the transferring ship's OPTAR, large dollar

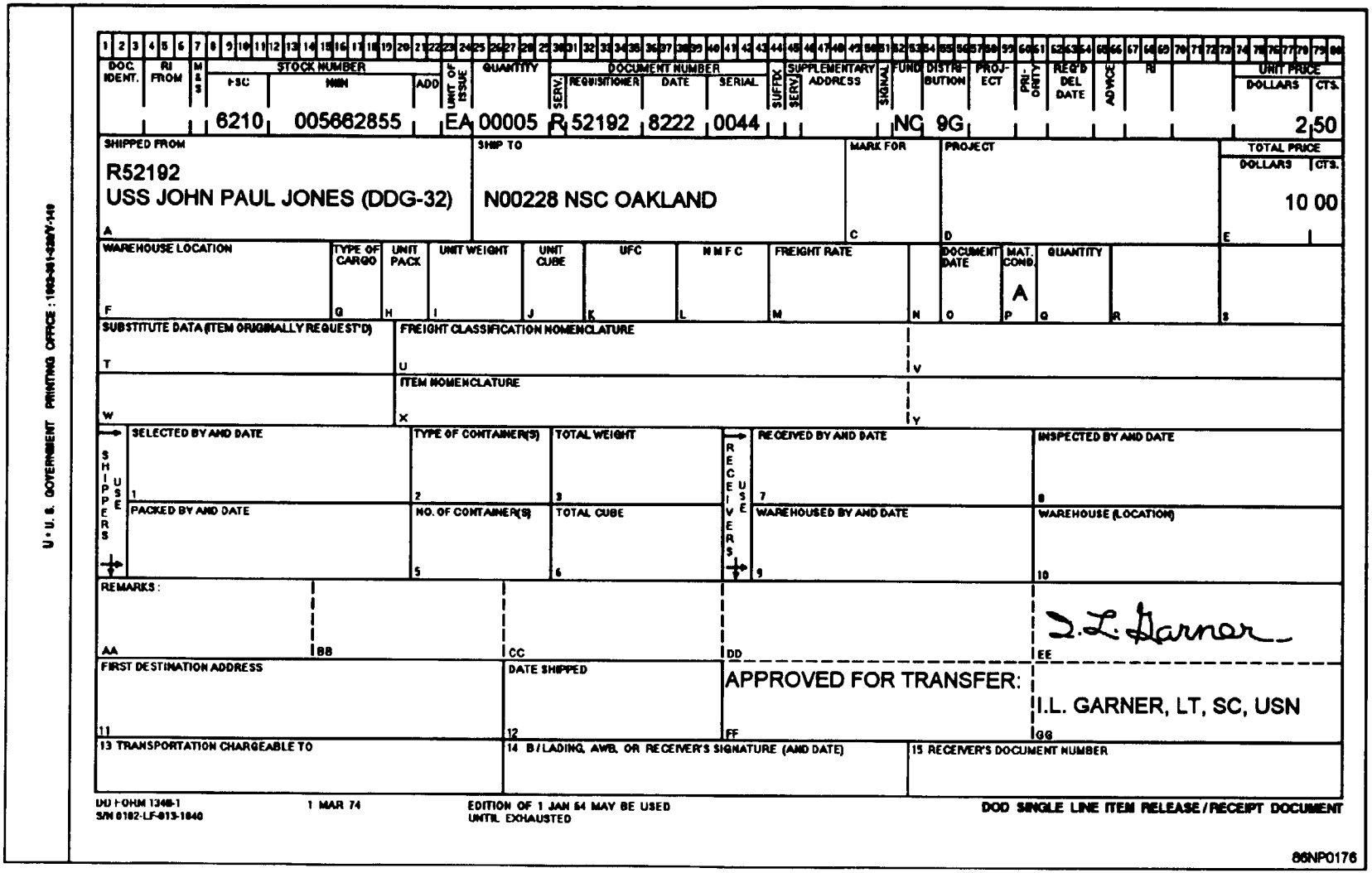


Figure 8-11.—Example of a DD Form 1348-1 used for turn-in to store ashore.

value transfers may be used as a basis for requesting an OPTAR augmentation from the type commander.

MTR ITEMS

The term "mandatory turn-in repairable items" describes all material listed the Master Repairable Item List (MRIL) and fleet ballistic missile master repair list (FBMMRL) which are coded for return to the supply system when unserviceable and not locally repairable.

MTR items are listed m the MRIL and FBMMRL. They are provided to assist in the identification of Navy-managed mandatory turn-in repairable items. It should be remembered that the MRIL aud FBMMRL serve to indicate the items that require turn-in when unserviceable. The activity to which they should be transferred to be repaired is also specified. An MTR suspense file must be established to maintain and control the return of repairable material from other shipboard departments, and to assist in the preparation of turn-in documents. Procedures to be followed when turning-in MTR items are found in NAVSUP P-485. Figure 8-12 shows an example of a DD Form 1348-1 prepared for turn-in of MTR items to store ashore.

SURVEYS

A survey is the procedure that must be followed when Navy property is lost, damaged, or destroyed. A survey must be initiated for all Navy property except incoming shipments. In which case, a Report of Discrepancy (ROD) (Standard Form 364) must be submitted (consult the NAVSUP P-485). The completed survey form is used to determine responsibility for lost, damaged, or destroyed property and to fix the actual cost to the government. (See figures 8-13 and 8-14). To make a true determination, the facts surrounding the loss or damage must be thoroughly researched in a timely manner. The research should not be limited to verifying statements of interested parties. It should be broad enough to make sure that the interests of the government as well as the rights of the individual(s) or Navy activities concerned are fully protected. Review of the survey information facts is required in order to prove or repute the statements of interested persons and to place the responsibility for the lost or damaged properly where it belongs.

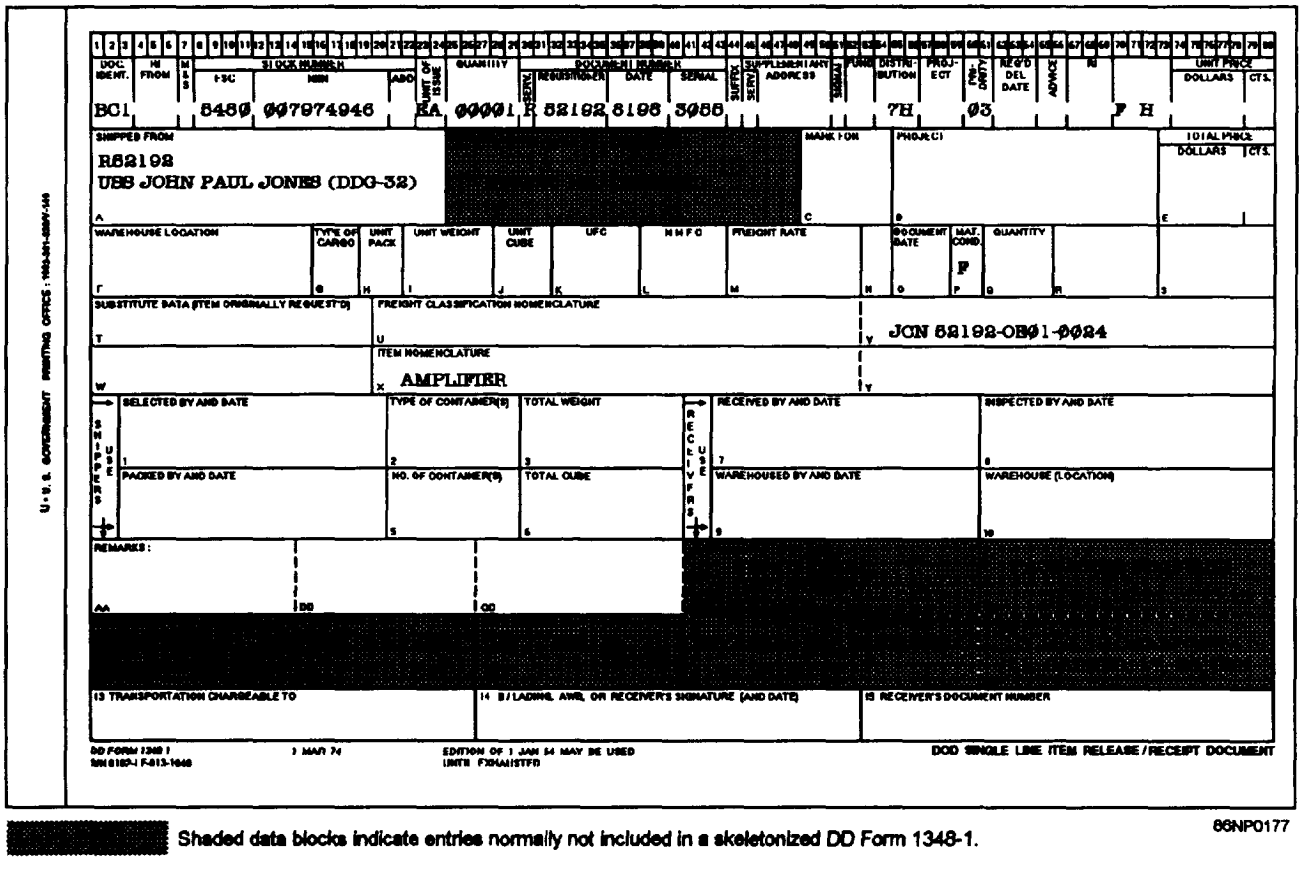
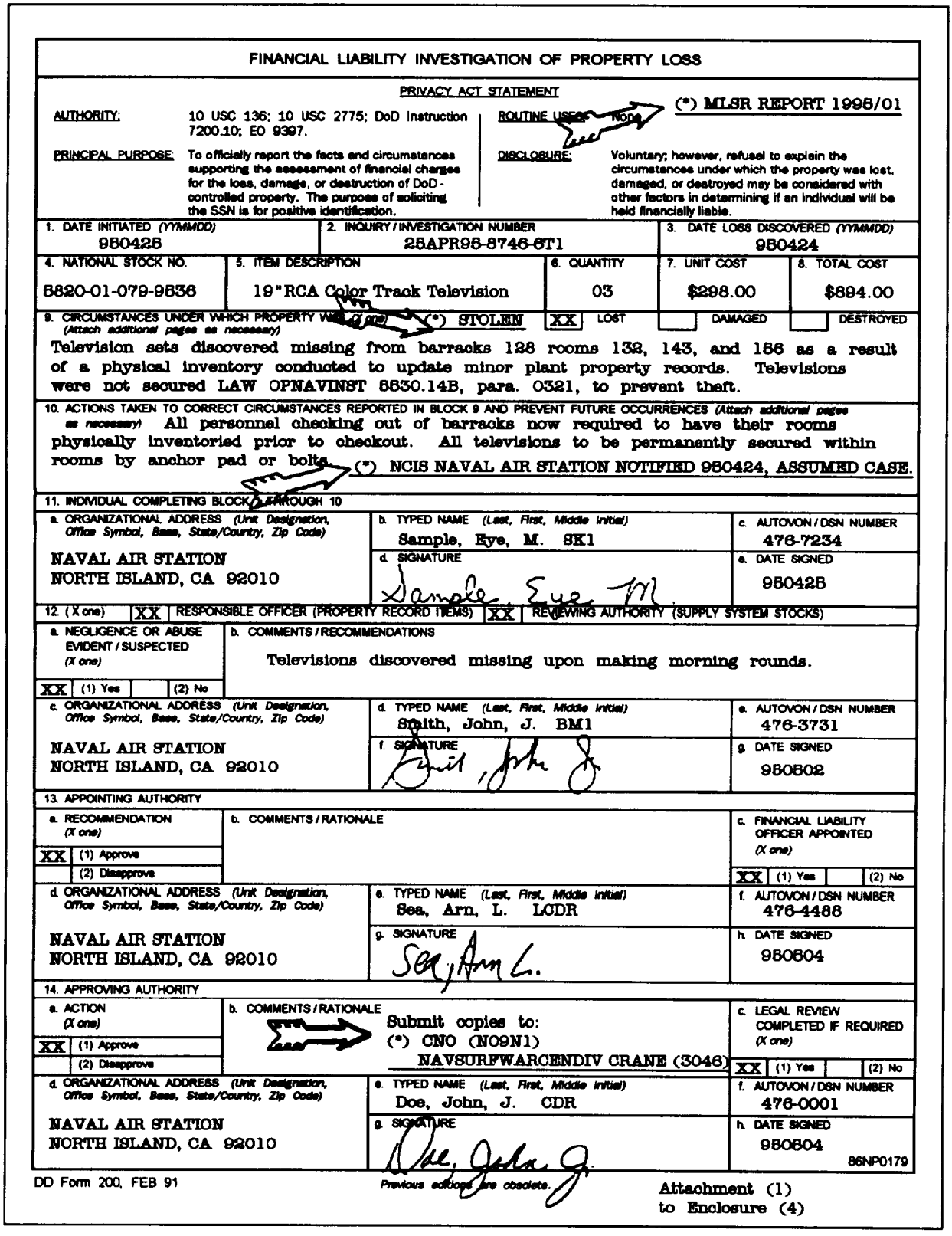


Figure 8-12.-Example of a DD Form 1348-1 prepared for turn-in of MTR Items to store ashore.



FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

ROUTINE USES: None (*) MLSR REPORT 1996/01

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYMMDD)	2. INQUIRY/INVESTIGATION NUMBER	3. DATE LOSS DISCOVERED (YYMMDD)
960428	28APR96-8746-6T1	960424

4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST
5820-01-079-9836	19"RCA Color Track Television	03	$298.00	$894.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (*) STOLEN XX LOST ☐ DAMAGED ☐ DESTROYED (Attach additional pages as necessary)

Television sets discovered missing from barracks 128 rooms 132, 143, and 186 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured LAW OPNAVINST 5530.14B, para. 0321, to prevent theft.

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts. (*) NCIS NAVAL AIR STATION NOTIFIED 960424, ASSUMED CASE.

11. INDIVIDUAL COMPLETING BLOCKS 9 THROUGH 10

a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	b. TYPED NAME (Last, First, Middle Initial)	c. AUTOVON/DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Sample, Rye, M. SK1	476-7234
	d. SIGNATURE	e. DATE SIGNED
	Sample, Rye M	960428

12. (X one) XX RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) XX REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)

a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)	b. COMMENTS/RECOMMENDATIONS
XX (1) Yes ☐ (2) No	Televisions discovered missing upon making morning rounds.

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON/DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Smith, John, J. BM1	476-3731
	f. SIGNATURE	g. DATE SIGNED
	Smith, John J	960502

13. APPOINTING AUTHORITY

a. RECOMMENDATION (X one)	b. COMMENTS/RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)
XX (1) Approve ☐ (2) Disapprove		XX (1) Yes ☐ (2) No

d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. AUTOVON/DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Sea, Arn, L. LCDR	476-4488
	g. SIGNATURE	h. DATE SIGNED
	Sea, Arn L.	960604

14. APPROVING AUTHORITY

a. ACTION (X one)	b. COMMENTS/RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)
XX (1) Approve ☐ (2) Disapprove	Submit copies to: (*) CNO (N09N1) NAVSURFWARCENDIV CRANE (3046)	XX (1) Yes ☐ (2) No

d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. AUTOVON/DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Doe, John, J. CDR	476-0001
	g. SIGNATURE	h. DATE SIGNED
	Doe, John J	960604

86NP0179

DD Form 200, FEB 91 Previous editions are obsolete. Attachment (1) to Enclosure (4)

Figure 8-13.—Example of a completed Report of Survey, DD Form 200 (front).

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

Findings:

1. BM1 Smith failed to properly secure television sets during the evening resulting in their theft. Failure to properly execute assigned responsibilities resulted in loss to government.
2. Remove from property record.
3. All personnel must now have their rooms physically inventoried before checkout. All televisions have been permanently secured within rooms by anchor pad or bolts.

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
$894.00	$1,623.00	$894.00

e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	f. TYPED NAME *(Last, First, Middle Initial)*	g. AUTOVON / DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Jones, John J. LT	476-7387
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY *(YYMMDD)*	i. DATE APPOINTED *(YYMMDD)* 960424
	j. SIGNATURE Jones John J.	k. DATE SIGNED 960801

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*

( ) (1) Submit the attached statement of objection. (XX) (2) Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. SOCIAL SECURITY NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Smith, John J. BM1	123-45-6789
f. AUTOVON / DSN NUMBER 476-3731	g. SIGNATURE Smith, John J.	h. DATE SIGNED 960803

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	c. TYPED NAME *(Last, First, Middle Initial)*	d. AUTOVON / DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Brown, James P. CDR	427-7877
	e. SIGNATURE Brown, James P.	f. DATE SIGNED 960804

DD Form 200 (Back), FEB 91
Attachment (1)
to Enclosure (4)

86NP0180

Figure 8-14.—Example of a completed Report of Survey, DD Form 200 (back).

INITIAL REQUESTS

The DD Form 200 will be initiated by either the accountable or responsible person.

When circumstances warrant, such as when there is an indication of criminal action or gross negligence, the commanding officer or the CO's designee may appoint a surveying officer or survey board. Refer to the NAVSUP P-485 for Survey Board procedures.

Exceptions

Research action is not required when it is the opinion of the commanding officer or a designated representative that negligence is not indicated in the loss, damage, or destruction of government property. Also if for reasons known to the commanding officer, negligence, or responsibility cannot be determined and research under those conditions would constitute an unnecessary administrative burden. Research action is not usually required when an individual accepts responsibility for loss, damage, or destruction of government property. At the discretion of the commanding officer or a designated representative, investigative reports required by other appropriate DOD component regulations may be used in lieu of research procedures prescribed in the NAVSUP P-485 under the following circumstances:

1. There is no death nor personal injury involved.
2. The total property damage does not exceed $200.
3. There is no possible claim against the government.

EXPENDITURE OF MATERIAL WITHOUT SURVEY

Material will be expended without survey on a Requisition and Invoice/Shipping Document (DD Form 1149) or DOD Single Line Item Release/Receipt Document (DD Form 1348-1) which will be annotated "Loss by survey" and will indicate the circumstances of the loss or damages, or the disposition authority, as applicable, under the following circumstances:

1. Items determined to be scrap by an inventory manager.
2. Losses of liquid oxygen because of evaporation (boil-off).
3. Material cannibalized or otherwise unaccounted for in the overhaul and repair department.
4. Residue of material cannibalized in the overhaul and repair department considered to have scrap value only.
5. Samples of petroleum products sent to a laboratory for examination and test, but not returned to stole.
6. Medical material determined to be defective or out of date by the Field Branch, Bureau of Medicine and Surgery, and destruction of the material has been directed.
7. Discrepancies in material quantities transferred to disposal, provided that the value of loss or shortage is less than $50 per line item and does not involve sensitive items.
8. Material is lost in transit due to enemy action.

Action by the Appointing Authority

The appointing authority is usually the commanding officer, designee, or officer in the chain of command with jurisdiction over the individual having custodial responsibility for the property involved.

For detailed instructions concerning the preparation and submission of the Report of Survey, refer to the NAVSUP P-485.

CHAPTER 9

ACCOUNTING CLASSIFICATIONS

Each year the Navy must have billions of dollars to carry out its mission. This money comes from the taxpayers of the United States as determined by the Congress.

The Navy must keep accounts to show the receipt and expenditure of public funds. Also for the amount of government money, materials, and property on hand, and the cost of all operations. These accounts are broken down by projects, programs, and other functional/subfunctional categories (i.e., budget classification, expense element, cost account codes, and object classes). All these function as part of financial management, which is necessary to make sure that government property and money are economically used in the public interest. Cost data assembled by the above methods are used for budget planning and justification.

This chapter explains how the Navy gets its money, and the procedures used to account for it.

As a Storekeeper, you need to know the types of accounting and their uses in the Navy. They are:

APPROPRIATION ACCOUNTING—tells how much money has been spent, how much is obligated, and how much is available under each appropriation or subdivision (e.g., operating budget). Thus, the Navy controls expenditures to keep them within the monetary limits established by the appropriation act.

COST ACCOUNTING-through which the Navy can accumulate all costs according to activity or unit, purpose, and type of expenditure.

INVENTORY (STORES) ACCOUNTING—which is used to maintain records of material and supplies on hand. These records provide the information necessary to prepare returns or reports.

PLANT PROPERTY ACCOUNTING—which is used to maintain records of all Navy-owned or Navy-controlled real property and equipment of a capital nature ashore.

PAYROLL ACCOUNTING—which is used to maintain records of payments to civilian and military personnel of the Navy.

For accounting purposes, Navy activities are designated either shore activities or operating forces. As a general rule, shore activities perform all of the accounting functions listed above. In the interest of economy, large shore activities frequently perform some of these functions for the smaller activities.

If accounting is to be performed accurately, the correct accounting classifications must be assigned by the Originator of any document This could be your job.

The Navy expends money from one of two major classifications, appropriations or funds. This chapter explains the purpose and use of the two classifications so that you have some understanding of what appropriations and funds are, and the difference between them.

The accounting performed to control expenditures is covered in another chapter.

APPROPRIATIONS

An appropriation is an authorization by an Act of Congress to incur obligations for a specified time and purpose and to make payments out of the Treasury. It is in this form that the Navy receives money to pay for ships and the cost of their operation and maintenance. It also covers the cost of training, the pay for those who operate them, and the money to operate the shore establishment that supports the fleet.

ACCOUNTING PERIOD

The accounting period of the Navy is the fiscal year. Fiscal year differs from the calendar year in that it begins on 1 October and ends on the following 30 September. The fiscal year is designated by the calendar year in which it ends. Thus, Fiscal Year 1996 began on 1 October 1995 and ended on 30 September 1996.

TYPES OF APPROPRIATIONS

Three types of appropriations maybe used in the Navy, depending upon the purpose for which they are issued. Most appropriations are for 1 fiscal year and are used to finance the normal operating costs of the Navy. Other types may be granted without a time limitation or for a specific period of time which is more than 1 year.

Annual Appropriations

Annual appropriations generally cover the current operating and maintenance expenses of the Navy. They become available at the beginning of the fiscal year stated in the appropriation act. From that time on throughout the fiscal year, they maybe either directly expended or obligated An obligation occurs when an order is placed by an afloat unit or material is issued to an ashore activity, or similar transactions during a given period that requires future payments.

After the end of the fiscal year, the Navy must return any unobligated balance to the Treasury. Obligated funds remain available for an additional 2 years. At the end of the additional 2-year period, the balance remaining in the account. They are transferred to the successor "M" account. These funds represent unliquidated obligations less reimbursement to be collected. The successor "M account is available for disbursement of appropriated funds.

Continuing Appropriations

An appropriation is available for incurring obligations until the appropriation is exhausted or until the purpose for which the appropriation was made is accomplished. An appropriation without restriction to a freed period is called a continuing appropriation or a no- year appropriation. Examples of continuing appropriations are Military Construction Navy and revolving funds such as the Defense Business Operating Fund.

Continuing appropriations become available for obligation and expenditure at the beginning of the fiscal year following the passage of the appropriation act. They may become immediately available if specified in the act. When the purpose of a continuing appropriation has been accomplished, the balance equal to the total of unliquidated obligations, less the total of reimbursements to be collected, is transferred to the successor "M" account. Any remaining unobligated balance is transferred to the surplus of the Treasury.

Multiple-Year Appropriations

Multiple-year appropriations are generally made for purposes which require long lead time of planning and execution such as procurement of Aircraft and Missiles Navy and Shipbuilding and Conversion Navy. Multiple-year appropriations become available for obligation and expenditure at the beginning of the fiscal year designated in the appropriation act unless otherwise stated in the act. They are available for incurring obligations only during the fiscal years specified in the act. However, they are available for the payment of such obligations for an additional 2 years thereafter.

At the end of the last fiscal year included in the appropriation, the appropriation expires for obligation purposes. The unobligated balance is transferred to the surplus of the Treasury. At the end of the 2 years following the expiration of obligation availability, the balance remaining in the account, representing unliquidated obligations less reimbursements to be collected, is transferred to the successor "M" account.

STATUS OF APPROPRIATIONS

Three terms are used to designate the status of appropriations.

CURRENT APPROPRIATION-An appropriation which is available for incurring obligations during the current fiscal year.

EXPIRED APPROPRIATION—An appropriation that is no longer available for incurring obligations. It does remains available to liquidate existing obligations.

LAPSED APPROPRIATION—The undisbursed balance of an appropriation. It is no longer available for disbursement by the department is called a lapsed appropriation.

By way of explanation, let us follow an annual appropriation for Fiscal Year 1996 through the above terms.

Current appropriation 1 October 1995 to 30 September 1996. Available for obligation and disbursement. At the end of the fiscal year (30 September 1996) the Navy must return the unobligated balance to the Treasury.

Expired appropriation 1 October 1995 to 30 September 1997. No new obligations may be incurred. The obligated balance is retained and disbursements made to liquidate the obligations.

Lapsed appropriation 1 October 1997. No further disbursements may be made. The balance of outstanding unliquidated obligations remaining is transferred to a successor account which is available indefinately for payment of obligations still outstanding.

APPROPRIATION SYMBOLS

The Navy uses symbols to identify charges and credits made against each appropriation. Since you use these symbols often, it is important that you understand how they are constructed. The elements that make up appropriation symbol are shown in figure 9-1 and explained in the text that follows.

All appropriations assigned to the Navy are identified by "17" which is shown as the first two digits of the appropriation symbol.

The third digit identifies the fiscal year limitation of the appropriation. In the example, "5" designates Fiscal Year 1995. Continuing appropriations, which have no fiscal year limitation, are identified by an "X." A multiple-year appropriation is indicated by the first and last fiscal year that it is available for obligation; i.e. "5/6" indicates Fiscal Years 1995 and 1996.

The purpose of the appropriation is shown by the next four digits. The numerals "1804" shown above identify the appropriation for Operation and Maintenance, Navy. It is used for operation and maintenance expenses for both afloat units and shore activities. In the afloat area it includes repair parts, consumables, equipage, alterations, overhaul of ships, fleet training, and fuel. Ashore, expenses generally are for the cost of supporting fleet activities.

SUBHEAD SYMBOL

An appropriation or fund subhead is a subdivision of an appropriation or fund. Subheads identify the budget activity (major program) and are designed by a four-digit numeric or numeric-alpha number. They are suffixed to an appropriation or fund symbol. The four-digit subhead symbol for the operation and maintenance appropriation identifies the major claimant and major program of the Five Year Defense Program (FYDP). The first two digits are the last two digits of the major claimant's unit identification code. The third digit is the major program of the FYDP or budget activity. The fourth digit is a zero at the major claimant (fleet) level. Figure 9-2 is an example of a subhead.

Fleet commanders subdivide the fund authorization to subordinate commands in the form of expense limitations. The expense limitation holder is identified by an alphabetic or numeric character in the fourth position of the subhead. Figure 9-3 is an example of how a fleet commander subdivided a fund authorization.

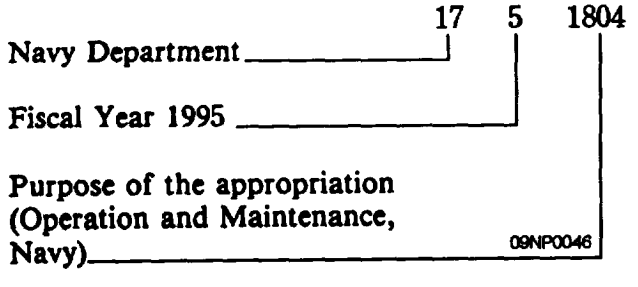


Figure 9-1.-Example of a navy appropriation symbol.

FUNDS

Funds fill a very important need in financing the day-to-&y operations of the Navy. Two types of funds, revolving and trust, are used extensively. You must understand how and why they are used. Funds are sums of money or other resources established for a specific purpose. They are usually without fiscal year limitations.

REVOLVING FUNDS

A revolving fund is a fired established to finance a cycle of operations. Reimbursements and collections are returned to the fund for reuse to maintain the

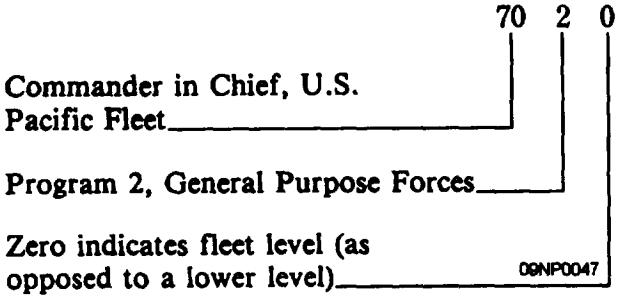

70 2 0
Commander in Chief, U.S. Pacific Fleet
Program 2, General Purpose Forces
Zero indicates fleet level (as opposed to a lower level)
09NP0047

Figure 9-2-Example of a subhead to an appropriation.

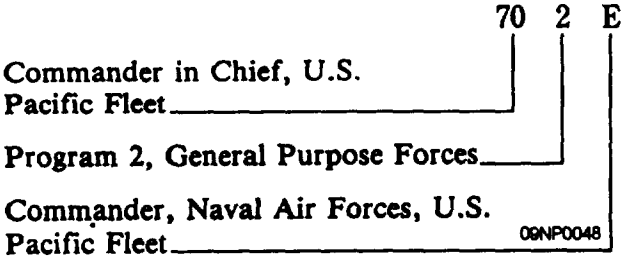

70 2 E
Commander in Chief, U.S. Pacific Fleet
Program 2, General Purpose Forces
Commander, Naval Air Forces, U.S. Pacific Fleet
09NP0048

Figure 9-3.-Example of a fund authorization subdivided to a subordinate command

principal of the fund. For example, loan funds and working capital funds. The capital amount of a fund may be in the form of cash, inventory receivables, or other assets.

Defense Business Operating Fund

Of the several funds, the one that you will be most concerned with is the Defense Business Operating Fund (DBOF). It is not practical for each activity of the Navy to purchase all of its requirements directly from commercial suppliers using its operating money. It is for this reason that the DBOF exists. It provides the necessary capital to finance the purchase and maintenance of stocks of common supply items required by the Navy. Basic capital for the DBOF is made available from Congress. The total value of the DBOF is reviewed annually by Congress and adjusted to meet current requirements. Within the Navy, the Commander, Naval Supply Systems Command is the administrator of the DBOF.

DBOF CHARGES—The Defense Business Operating Fund is charged with the following:

- Expenditures for the purchase or manufacture of stores, supplies, equipment, and services which are to be taken up in the Navy Stock Account (NSA).
- Appropriation adjustments lodged against the fund for sale of materials from a stores account to the Navy Stock Account. They are used for return "with charge" of material previously charged to an end-use functional account.
- Navy Stock Account losses by accounting, price adjustment, appraisal, inventory, sale, and survey, which are not properly charged to an appropriation.
- Donations of surplus NSA material for public health and educational purposes, including research.
- Authorized charges for repair of NSA material in store.
- Issues from the NSA of clothing items for health and comfort, when not chargeable to another appropriation.
- Payment of claims approved by the General Accounting Office (GAO).

DBOF CREDIT—The DefenseBusiness Operating Fund is credited with the following:

- Issues from the NSA charged to an appropriation or fund.
- Cash sales from the NSA (including sales to other government departments and foreign governments),
- Sales from the NSA to other stores accounts.
- Collections from carriers for NSA material lost or damaged in transit.
- NSA gains by accounting, price adjustment, appraisal, inventory, sale, and survey which are not properly creditable to an appropriation.
- Reimbursements from the Defense Logistics Agency for the pro rata share of proceeds from sale of surplus, scrap, and salvage material expended from the NSA.

DBOF SYMBOLS—Symbols used in the elements that make up the DBOF serve the same purpose as those for appropriations. They identify charges and credits made against the DBOF. The symbols used in the construction of the DBOF consist of eleven digits. The first seven digits designate the department responsible for administering the fund; an indicator of fiscal year limitation, the type, and the particular fund. The other four digits compose the subhead. It identifies the command or bureau within the Navy responsible for administrating this element of the fund and the purpose for which it is to be used. The meaning of each digit or combination of digits is shown in figure 9-4.

DBOF Use—DBOF fulfills its role as a revolving fund by purchasing designated supplies from commercial sources, Defense Logistics Agency, the General Services Administration, and the Departments of the Army and Air Force, and then selling them. These supplies maybe sold to a specific appropriation

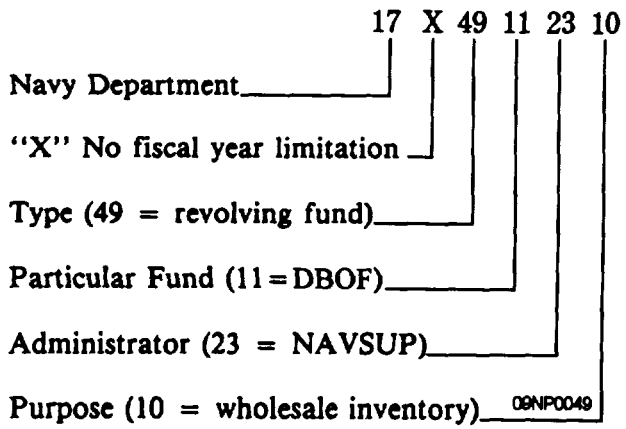

17 X 49 11 23 10
Navy Department
"X" No fiscal year limitation
Type (49 = revolving fund)
Particular Fund (11 = DBOF)
Administrator (23 = NAVSUP)
Purpose (10 = wholesale inventory)
09NP0049

Figure 9-4.-Example of a Defense Business Operating Fund symbol.

or for cash. The DBOF is reimbursed for supplies when they are ISSUED or SOLD. While these supplies are waiting to be sold, they are in the Navy Stock Account (NSA).

NAVY STOCK ACCOUNT—The Navy Stock Account (NSA) is an inventory account and an integral part of the DBOF. It serves as the "holding account" for DBOF procured supplies before to their sale. Thus, the total value of the DBOF consists of money plus supplies in the NSA. The NSA is also used by NAVSUP as the accounting device to account for and control the expenditure of DBOF funds.

DBOF/NSA IN OPERATION—Refer to figure 9-5 as you read the following steps covering the operation of the Defense Business Operating Fund and Navy Stock Account.

1. Material is purchased by DBOF from commercial suppliers, Defense Logistics Agency, Departments of the Army and Air Force and the General Services Administration.
2. Suppliers deliver material to designated naval supply activities where it is held in the inventory account, Navy Stock Account (NSA), until needed by a Navy customer,
3. A ship has to replace material which has been used in its operations. A requisition, DD Form

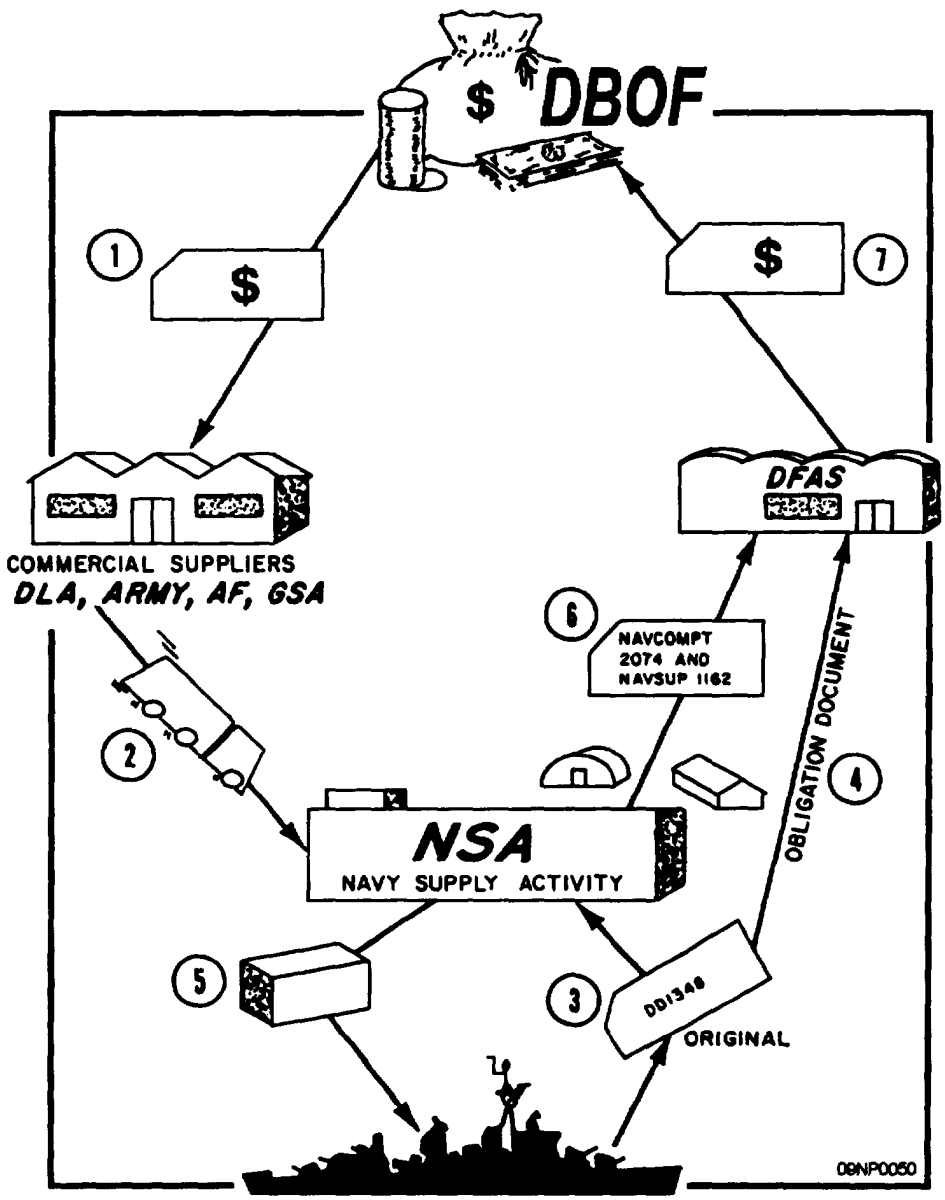


Figure 9-5.-The Defense Business Operating Fund in operation.

1348, is submitted to the appropriate supply activity.

4. A ship forwards a copy of the requisition document (i.e., green copy of the DD Form 1348) to the appropriate DFAS for use in performing the ship's official OPTAR accounting. Monthly, the ship submits a Budget/OPTAR Report which summarizes the obligation documents. The report authorizes the DFAS to reduce the ship's OPTAR and the ship's type commander's operating budget.
5. The material is issued to the ship.
6. The supply activity submits "Report of Fired Authorization Charges, (NAVCOMPT Form 2074) with supporting "Financial Detail" cards, (NAVSUP Form 1162) to the DFAS. This authorizes the DFAS to charge the ship's OPTAR.
7. Credits the DBOF, thus completing the cycle.

The Defense Logistics Agency, General Services Administration and the Departments of the Army and Air Force have similar funds to finance procurement of materials managed by the respective agency or department.

Navy Industrial Fund

The Navy Industrial Fund is a revolving fund used to finance industrial commercial-type activities. The Navy Industrial Fund serves much the same purpose as the Defense Business Operating Fund. The exception is that it is used to finance the cost of maintaining and operating such industrial commercial-type activities as naval shipyards. Major charges to the fund are civilian labor, material purchases, travel of personnel, transportation of material, cost of purchased utilities, and equipment and property rental. The fund is reimbursed through the sales of materials and for services performed for the Navy and other government agencies.

Naval Working Fund

The Naval Working Fund provides a single permanent revolving fund for financing all work not chargeable to a current naval appropriation. It is used to receive advance deposits for work or services furnished. This type of work is performed by the Navy for other government departments, foreign governments, and private parties. For example, assume that the U.S. Navy had sailors from an allied government embarked aboard U.S. Navy ships for training. The foreign government might deposit funds with the Navy to cover pay and allowances for their personnel. The money deposited would go into the Naval Working Fund and be assigned a deposit allotment number. Disbursing officers aboard the ships concerned would receive authorization to pay these foreign sailors and would be furnished the deposit allotment number to charge when making the payments.

Navy Management Fund

This fund is used for the economical and efficient completion of Navy operations which are financed by two or more appropriations. When the costs of such an operation cannot be distributed changed immediately to an appropriation. An example of a charge financed by the Navy Management Fund is the shipment of household goods.

When the amount of money in the Navy Management Fund is not enough to finance a program some Navy organization or when appropriate, other government departments advance additional funds. The fund is credited with these advances, and it is charged with all expenditures required by the program. All unobligated balances of funds advanced are repaid later from the Navy Management Fund, as specified in contracts for programs financed by the fund.

TRUST FUNDS

A trust fund is a fund held in trust by the Navy for use as specified in a special agreement or Act of Congress. Private parties or sources may provide money for a special trust for the Navy. For example, public contributions received for the purpose of constructing and maintaining the *USS Arizona Memorial* at Pearl Harbor.

The Ship's Store Profits, Navy is a trust fund for providing recreation and entertainment for enlisted personnel. Items sold in the ship's store are purchased by the DBOF and held in the NSA. When sold, the DBOF is reimbursed for their cost, with the profits going into the Ship's Store Profits, Navy fund.

FUND SYMBOLS

The symbols for the various funds we have discussed are shown below in figure 9-6.

Symbol	Title	Abbreviation
17X4911	Defense Business Operating Fund	DBOF
17X4912	Navy Industrial Fund	NIF
17X4888	Naval Working Fund	NWF
17X6875	Navy Management Fund	NMF
17X8723	Ship's Store Profits, Navy 09NP0051	SSPN

Figure 9-6.-Examples of various fund symbols.

ACCOUNTING FOR APPROPRIATIONS

The receipt and expenditure of a matter of public record that must be accounted for and when necessary justified. This is accomplished by the accounting classification system. The purpose of the system is to classify expenditures as to their type or purpose, and to designate the activity responsible for recording and maintaining official records of these expenditures.

An explanation of elements that make up the accounting classification system (commonly referred to as line of accounting) is given in the following paragraphs. Study the discussion of the system very carefully. It will be your responsibility to use the proper classification on procurement and expenditure documents that you prepare. See figure 9-7. We have previously discussed the appropriation and subhead we will begin with the next element in the line of accounting, the object class.

OBJECT CLASS

Object class codes are three characters long, and are used only in OPTAR transactions which affect the international balance of payments. These codes are contained in *NAVCOMPT Manual,* Volume 2.

OPERATING BUDGET (BUREAU CONTROL NUMBER)

The CNO has fiscal responsibility for the appropriation 1751804 for operation and maintenance of Navy forces. In discussing appropriations, you saw how they may be apportioned. The responsibility for administrating the appropriation is shown by subhead. However, it is not possible for one office to efficiently control all charges to this appropriation. It is allocated to subordinate commands to administer.

For example, one of these commands is CINCPACFLT. It is still impractical for the one office to administer the appropriation to the hundreds of ships under command. Portions of the appropriation then, are granted to PACFLT TYCOMS (e.g., COMNAVSURF-PAC, COMNAVAIRPAC, etc.) in the form of operating budgets. Operating budgets are identified by an operating budget number which is always the unit identification code (UIC) of the activity receiving the operating budget grant. For example, the operating budget number for a grant to COMNAVSURFPAC would be 53824.

SUBALLOTMENT/OPERATION BUDGET SUFFIX

When a budget holder has two or more operating budgets, then a suffix is used to identify the different operating budgets. For example, CINCPACFLT receives two operating budgets. One for ship repair, the other for fuel. Both under operating budget number 00070 and subhead 702A. To identify the separate grants, CINCPACFLT assigns operating budget suffix code R to identify charges for ship overhaul and operating budget suffix code F to identify charges for ship's propulsion fuel.

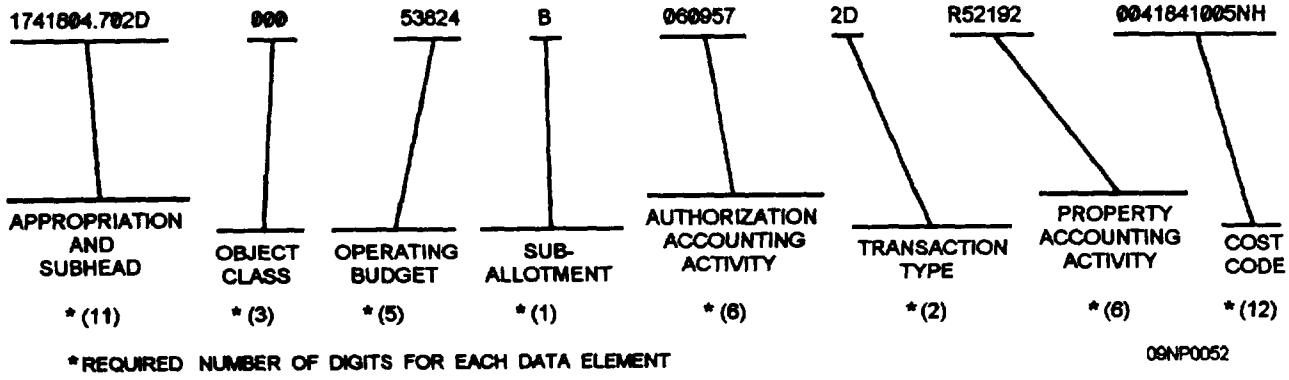


Figure 9-7.-Format of accounting data..

AUTHORIZATION ACCOUNTING ACTIVITY

The Authorization Accounting Activity (AAA) is the UIC of the activity which performs the accounting for an operating budget/fund. In connection with operating form OPTAR accounting, the AAA is the UIC of the DFAS.

TRANSACTION-TYPE CODES

Transaction-type codes are identified by a two-character code. This permits easy identification in data processing systems of stores accounting, travel advances, and other special interest category transactions. The codes and an explanation of their use are contained in *NAVCOMPT Manual,* Volume 2.

PROPERTY ACCOUNTING ACTIVITY (PAA)

For the Operating Forces material or service requisitions, the service designator code and unit identification code (UIC) of the requisitioner will be shown. In these cases the PAA is used as an extension of the cost code. In some cases the UIC of an activity assigned to perform formal "stores" or "property" accounting is cited as the PAA. Unit identification codes (UICs) are assigned by the Comptroller of the Navy to ships, aircraft units, shore activities, divisions of shore activities, bureaus and offices, contractors' plants, and in some instances to functions or other specialized elements for identification.

UICs are prefixed by a service designator code. It is a Single-character code that identifies a service or element of the service. The letters R, V, and N have been established to identify naval requisitioning activities.

All UICs currently assigned are listed in *NAVCOMPT Manual,* Volume *2.* You should become familiar with this reference because you will have many occasions to use it. Assume, for example, you are transferring stores to another ship. You must know the unit identification code in order to show it on the expenditure document so that the receiving ship will be charged. Remember, it is the responsibility of the ship or activity preparing the accounting papers to make sure that the UIC is correct.

COST CODE

The cost code consists of 12 characters and may be alphabetic, numeric, or both. This code provides information to further classify transactions or in some cases, aid in identifying a specific transaction. In most cases the information to be used for this data element is determined locally by the administrator of the funds in conjunction with the accounting activity. *NAVCOMPT Manual,* Volume 2, provides information on the structure of cost codes based on the purpose for which used. The cost code in figure 9-7 is the most common code structure used by afloat units in requisitions for material and services. The cost code consists of two zeros followed by the four-digit Julian date, the four-character serial number and the two-character fund code. As you will be using fund codes almost daily, a further explanation is provided.

TYCOM	FUND CODE	PURPOSE
COMNAVSURFPAC	NC	TO PROCURE NSA TYPE CONSUMABLE MATERIAL. THIS INCLUDES ADMINISTRATIVE AND HOUSEKEEPING ITEMS, COGNIZANCE SYMBOL 1I MATERIAL (FORMS), ROUTINE MAINTENANCE TOOLS NOT SPECIFICALLY RELATED TO, BUT WHICH MAY BE USED IN, THE REPAIR OF EQUIPMENT AND EQUIPAGE; GENERAL PURPOSE HARDWARE, OR ANY OTHER ITEM HAVING A LIMITED LIFE AND NOT SPECIFICALLY INCLUDED IN ANOTHER EXPENSE ELEMENT.
COMSUBPAC	MC	SAME AS ABOVE
COMNAVAIRPAC	YC	SAME AS ABOVE

09NP0053

Figure 9-8.-Fund codes assigned to units of the Pafic Fleet.

Fund Codes

As stated above fund codes consist of two characters. The first character identifies the FYDP and the operating budget holder. The second character identifies the type of material or service procured. Figure 9-8 shows examples of fired codes assigned to units of the Pacific Fleet. Consult NAVSO P3013 for a complete listing of all fund codes and the cross-reference guide that crosses fund codes to appropriations.

CHAPTER 10

AFLOAT ACCOUNTING AND REPORTING

We have previously discussed the accounting classifications used in appropriation and cost accounting in the Navy. You will assign those classifications to various documents. The accounting is actually performed by the Defense Finance and Accounting System (DFAS). These centers are located at Norfolk, Virginia (for Atlantic Fleet ships and commands), and San Diego, California (for Pacific Fleet ships and commands). Located within each DFAS is an office that has primary responsibility for fleet OPTAR accounting. It is called the Defense Accounting Office (DAO). As a general rule, you will be involved only m OPTAR accounting.

This chapter discusses the role of fleet commanders, type commanders, and commanding officers of active fleet ships in the administration of and accounting for supplies and equipage funds assigned to forces afloat. It also covers the OPTAR recordkeeper's actions. These action's include:

- recording requisitions and receipts,
- processing cancellations and advance adjustments,
- preparing OPTAR document transmittals and OPTAR reports, and
- processing the various transaction listings aboard nonautomated ships.

Detailed instructions are contained in *Financial Management of Resources, (Operating Forces)* NAVSO P-3013, and Afloat *OPTAR Recordkeeper's Guide,* NAVSO P-3073.

HOW THE FLEET IS FUNDED

It is the policy of SECNAV that the accounting effort performed by Navy Operating Forces be kept to an absolute minimum. The responsibility for formal mounting is placed ashore.

To understand the duties and functions of Storekeepers in afloat accounting and reporting, you must know how the fleet commander, type commander, and commanding officers of ships administer and account for supplies and equipage funds assigned to forces afloat. Under current procedures, OPTAR accounting includes only supplies and equipage funds.

FLEET COMMANDERS

Funds are allocated under the appropriation for operation and maintenance, Navy, to each fleet commander for financing supplies and equipage requirements and tender availability.

Fleet commanders are responsible for administering and accounting for funds allocated to them. Also they must maintain official accounting records and submit reports as required. They issue expense limitation operating budgets to type commanders. These include funds to finance supplies and equipage requirements and tender availabilities of all ships and flags under the type commander's command. Type commanders issue responsibility center operating budgets to themselves (from expense limitations) to cover operating costs of the ships, units, and staffs for which they are responsible.

TYPE COMMANDERS

Each type commander is responsible for the administration of his responsibility center operating budget and the financial management of all ships and staffs under the type commander's command. This responsibility includes financial planning, analysis of operating budget, unfilled orders and expenditures, expenses, and performance reporting.

Ships and commands under a type commander's control are authorized by the type commander to cite his operating budget for materials and for certain services. This authorized obligation is referred to as an operating target or OPTAR.

COMMANDING OFFICERS

Commanding officers are responsible for the effective use of OPTAR funds Statute requires that each transactoin affecting the available balance of an operating budget must be recorded on official records. It is, necessary for the Storekeeper to maintain shipboard records that show the value of chargeable requisitions incurred and to report them to the DFAS.

Additionally, budget submission requirements provide for reporting obligations by material categories, and fund codes have been assigned to these categories.

DEFENSE FINANCE AND ACCOUNTING SYSTEM

The Defense Finance and Accounting System (DFAS) performs the official accounting and reporting for operating budgets granted for operation and maintenance of ships and ship commands. Also for administrative expenses of staff and headquarters commands. Atlantic Fleet ships and commands report obligation data to DFAS, Norfolk, and Pacific Fleet ships and commands report to DFAS, San Diego. Each DFAS maintains records of each ship's obligations. As requisitioned material is supplied and vouchers paid, they match them with the expenditure documents received from supply activities and disbursing offices. The listings resulting from this matching process is reported to the ship monthly. This enables the OPTAR recordskeeper to make corrections to the appropriate records and report any errors to the DFAS.

OPTAR ACCOUNTING

As has been previously stated, the commanding officer is responsible for the effective and economical use of OPTAR funds and for making sure the obligational authority is not exceeded. The supply officer is responsible for maintaining required records and submitting status and transactions reports to the commanding officer, type commander, and DFAS. In discharging this responsibility, the supply officer relies on the OPTAR recordskeeper to maintain the Requisition/ OPTAR Log (NAVCOMPT Form 2155), prepare reports, and informs the supply officer of any unusual transactions. You, as the OPTAR recordskeeper, must assume a degree of responsibility for the proper use of funds. This is because you will be posting all transactions to accounting records and can review them for accurate fund codes and completeness.

FUND CODES

Fund codes are established by the Comptroller of the Navy and assigned to the various type commanders. Of the fund codes assigned, the type commanders designate those that may be cited by afloat units. The OPTAR grant may be allocated to these fund codes. Since fund codes are the primary source of accounting data, it is essential that they be assigned correctly. If the stock record cards have been annotated to indicate "equipage, repair parts, and consumables" the stock records Storekeeper will be able to verify fund codes during the process of posting the NAVSUP Form 1250-1. This occurs before they are passed to you for posting to the accounting records. All fund codes currently assigned are listed in NAVSO P-3013-2.

REQUISITION/OPERATING TARGET LOG

Each ship and command must establish a Requisition/OPTAR Log, NAVCOMPT Form 2155, in which all documents are recorded. The log is the principal shipboard financial control device. The Storekeeper who maintains it and its supporting files is known as the OPTAR recordskeeper. Most of the columns in the OPTAR Log are self-explanatory. However, the following general rules should be observed:

- All entries should be legible, and in ink.
- The ship's name and hull number should be written in the space provided in the upper right-hand comer of each page.
- Each page should be numbered in sequence.
- The fiscal year should be entered on each page (fiscal year OPTAR granted).

As the OPTAR recordskeeper, you have the responsibility of maintaining the OPTAR logs for your ship. For the first 6 months of any fiscal year, you must maintain two separate logs at the same time. One is for the current year and the other for the immediate preceding year. After Match, the DAO will take over OPTAR accounting and reporting for the remainder of the 36-monthlife cycle of the appropriation. Details for accounting and reporting procedures for the current and subsequent years for O&MN funds are promulgated in *Financial Management of Resources (Operating Forces},* NAVSO P-3013-2 and *Afloat OPTAR Recordskeeper's Guide,* NAVSO P-3073.

The OPTAR amount established by the type commander must be entered on the Requisition/OPTAR Log. This amount is then reduced by the value of each chargeable transactions. Not all transactions are chargeable to the OPTAR. Requisitions citing nonchargeable fund codes are recorded in the log for the purpose of maintaining requisition number control, although they will not have an effect on the OPTAR balance. Some nonchargeable requisitions may have to be completed as chargeable at a later date. Various

types of transactions are listed below to help you distinguish between "chargeable and nonchargeable."

Chargeable Transactions

The following transactions are classified as "chargeable" and, therefore, reduce the OPTAR balance:

- Requisitions placed with supply activities ashore for stock account material (Defense Logistics Agency; Army, Air Force, Navy Stock Account (NSA); and General Services Administration material).
- Requisitions for the type of material listed in item 1 above placed with a fleet issue ship, tender, or repair ship operating under Navy Stock Account (Class 207) or (Class 224) procedures.
- Requests for reimbursable work or services placed with an ashore (field) activity.
- Purchases by the use of the DD Form 1155 series of purchase orders, the Purchase Order Invoice Voucher (Standard Form 44), or the imprest fund
- Requisitions for items to be purchased by an ashore activity chargeable to end use (e.g., to the ship's OPTAR).
- Transfers of material between ships under different type commands, different Five Year Defense Program/Budget Activity, and transfers from other appropriations requiring reimbursements.
- Requisitions for appropriation purchase account (APA) material which is issued from Defense Logistics Agency, Army, Air Force, General Services Administration, or the Navy Stock Account.

The following transactions are classified as "nonchargeable" and, therefore, do not reduce the OPTAR balance:

- Receipt of end-use material from ships operating under the same operating budget.
- Requisitions placed with and received by supply activities as APA materials.
- Other requisitions for categories of material or orders for services as maybe designated by fleet commanders.

The cognizance symbol serves as a signal for chargeable and nonchargeable items. Remember, the first digit indicates the stores account (NSA or APA). Even numbers are APA and are nonchargeable. Odd numbers are NSA and are chargeable.

Supply Management

The OPTAR Log may also serves as an important tool in the ship's supply management through recording of material receipts and processing supply system cancellations. Maintenance of the OPTAR Log for supply management is recommended for the 36-month life cycle of each fiscal year's OPTAR. Even though the cost of some requisitioned items is not charged to the ship's OPTAR because they are paid for from other funds (i.e., APA material), their requisitions are recorded in the OPTAR Log for purposes of requisition control. Through a system of fund codes, requisitions are not only classified in the OPTAR Log as to their affect upon the OPTAR (chargeable or nonchargeable), but also according to the type of item being requisitioned. Some typical categories are controlled equipage, repair parts, consumable material, and other purchased services.

New Grants

The OPTAR Log is like your personal checkbook. Both start with an amount of money that you have available. Then each check (or chargeable requisition in the case of the OPTAR Log) decreases your budget. When you put money in (or get an increase to your OPTAR), the balance increases. The starting amount of money in your OPTAR Log is the money granted to your ship by the type commander. Ships are usually notified of grants by message. The OPTAR recordskeeper must record the grant on the Requisition/OPTAR Log, and file all copies of the message. Figure 10-1 illustrates the message and posting of the Requisition/OPTAR Log.

HOLDING FILES

Each ship must maintain files as documentary support for its Requisition/OPTAR Log. They are listed below, by name, with an explanation of their content and purpose.

File 1—Unfilled Order Chargeable Documents For Transmittal. A copy of each obligation document, (i.e., a green copy of the DD Form 1348) chargeable to the OPTAR, is placed in this file immediately after posting to the Requisition/ OPTAR Log. All documents in this

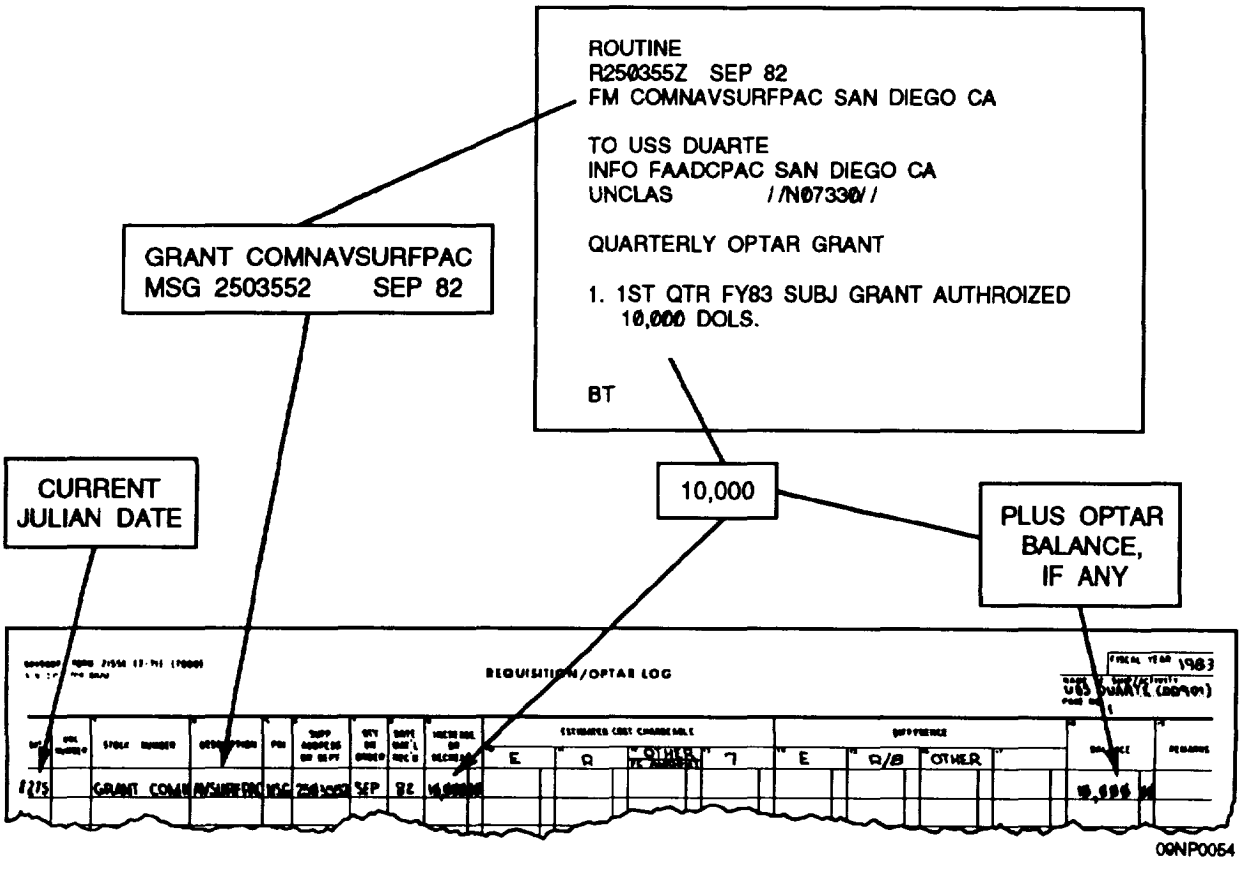


Figure 10-1.—Posting OPTAR grant from TYCOM.

file are forwarded on the 10th, 20th, and last day of the month to the appropriate DFAS.

File 2—Unfilled Order Cancellation Document/Lists For Transmittal. All confirmed cancellations of requisitions and administrative cancellations of unfilled orders "over threshold are held in this file for submission to the DFAS on the 10th, 20th, and last day of the month. They are submitted in listing format showing document number, quantity canceled unit of issue, fund code, canceled value, whether it is a partial or total cancellation, and if it is an above threshold administrative cancellation.

File 3—Returned DAO Listings As the DFAS listings are reviewed and annotated the original is placed in this file. The contents are returned to the DFAS with the next OPTAR Document Transmittal Report, (NAVCOMPT Form 2156).

POSTING TO THE REQUISITION/OPTAR LOG

All request documents must be entered on the Requisition/OPTAR Log, NAVCOMPT Form 2155. These documents include requisitions on DD Forms 1149 and 1348, purchase or delivery on the DD Form 1155 series, purchase on STD Form 44 when authorized, and imprest fund reimbursement voucher, STD Form 1129. When the DD Form 1155 or STD Form 44 is used, or when an imprest fund transaction is made, a "money value only" (MVO) DD Form 1348 or NAVSUP Form 1250-1 must be prepared, using the data from these forms. When discussing unfilled order documents in this chapter, we are referring to the DD Form 1348 or NAVSUP Form 1250-1.

"Unfilled order" is a general term used to refer to any document that requirements a charge to the OPTAR and that has not been matched with a corresponding expenditure document by the DAO. When purchasing to ship's OPTAR transactions, unfilled orders are also sometimes referred to as "obligations." These documents become "filled orders" or "liquidated obligations" after matching expenditure documents in the DAO.

The DD Form 1348 is prepared and copies distributed according the NAVSUP P-485. The hardback copy is filed in the Material Outstanding File,

and the green copy is the accounting copy and is filed in Holding File 1.

The Requisition/OPTAR Log is shown in figure 10-2. The "Estimated Cost Chargeable" columns are headed:

E—Equipage

R/B—Repair parts

7—Medical/Dental

Other—All other fund codes assigned by the type commander

The total amount of each document is posted to the proper column. Detailed procedures for posting various transactions to the Requisition/ OPTAR Log are explained below.

Requisition/OPTAR Log Maintenance

The Requisition/OPTAR Log (NAVCOMPT Form 2155) will be maintained legibly, in ink, for each OPTAR received. See the NAVSUP P-485 for detailed information and procedures.

Chargeable Requisitions

Generally, upon preparation of a chargeable requisition, purchase order, or other document for material or services that are chargeable to the OPTAR of the command, you should follow the procedures specified m the NAVSUP P-485.

SERVMART Entries

The DD Form 1348 or NAVSUP Form 1250-1, in conjunction with the SERVMART Shopping List (SSL), NAVSUP Form 1314, is used to document SERVMART procurements. Each fund code used requires separate documentation and only one entry is made in the Requisition/OPTAR Log for each fund code charged by the SERVMART regardless of the number of different items involved. This entry is made after the SERVMART shopping has been completed. Figure 10-3 shows how the data collected from the DD Form 1348 is used to record the charge in the Requisition/OPTAR Log. The green copy of the DD Form 1348 or NAVSUP Form 1250-1 showing the total amount of money expended and a copy of the SSL, NAVSUP Form 1314 showing the cost of each item is placed in Holding File 1 after the entry is completed.

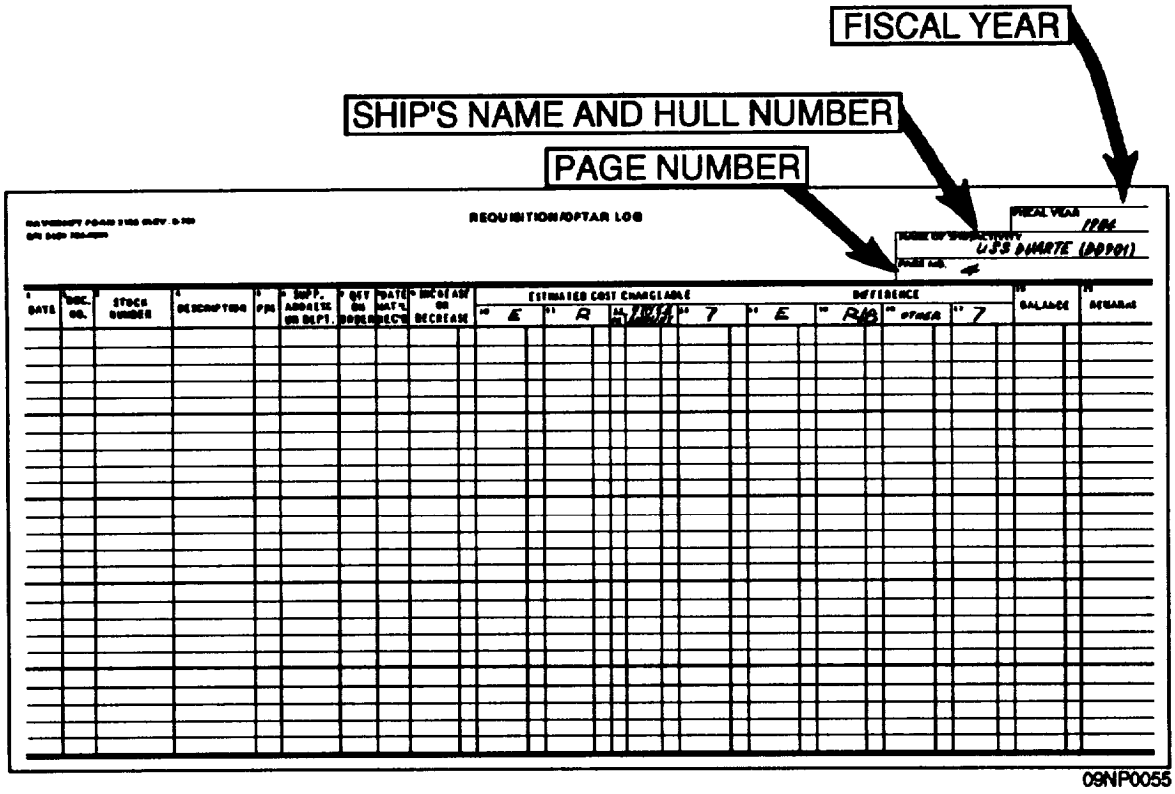


Figure 10-2.—The Requisition/OPTAR Log.

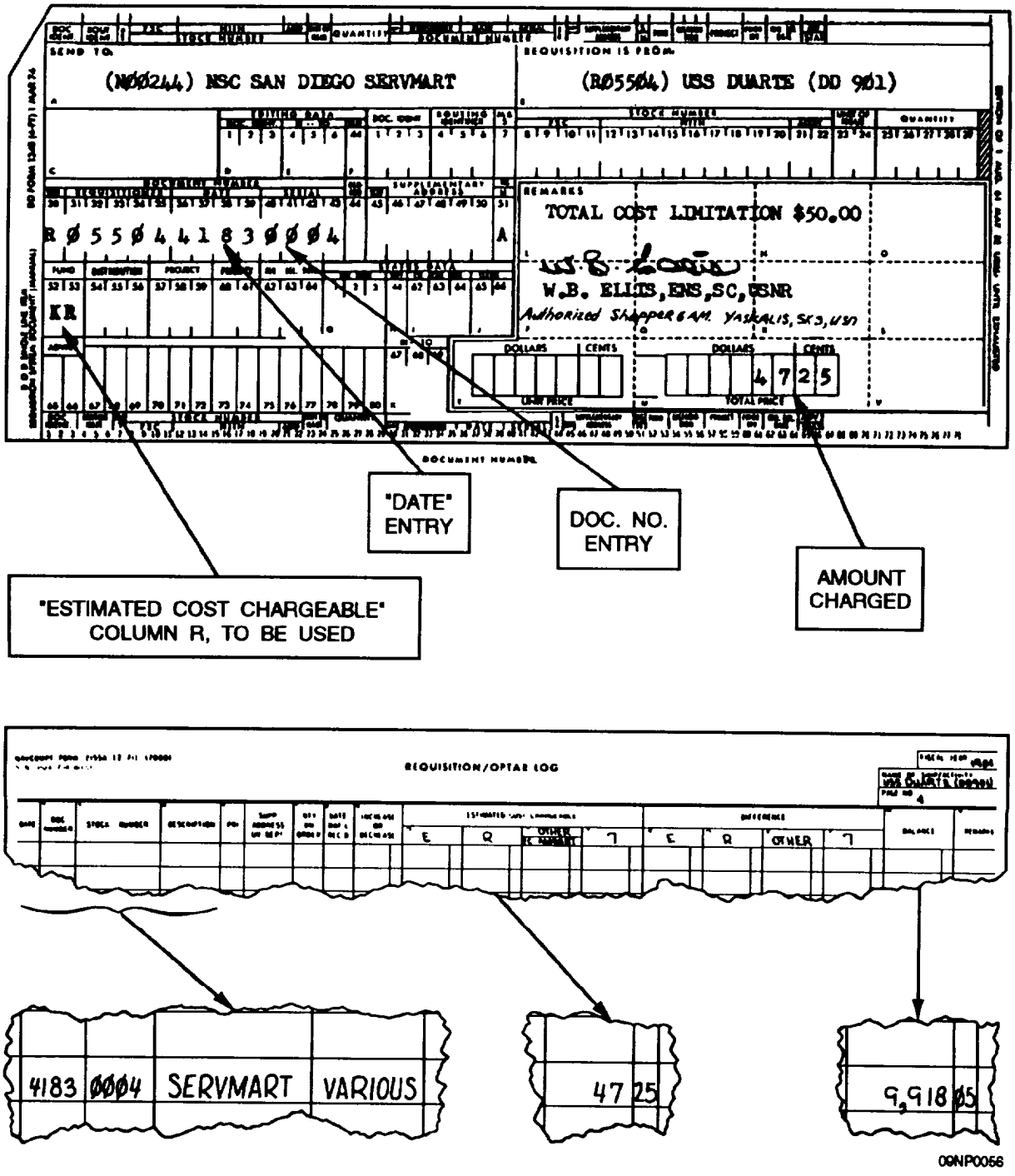

(N00244) NSC SAN DIEGO SERVMART
(R05504) USS DUARTE (DD 901)
TOTAL COST LIMITATION $50.00
W.B. ELLIS, ENS, SC, USNR
Authorized Shipper G.M. YASKALIS, SK3, USN
R 0 5 5 0 4 4 1 8 3 0 0 0 4
KR
4 7 2 5
"DATE" ENTRY
DOC. NO. ENTRY
AMOUNT CHARGED
"ESTIMATED COST CHARGEABLE" COLUMN R, TO BE USED

Figure 10-3.-SERVMART entry in OPTAR Log.

UNREP Entries

To obtain stores from stores issue ships underway, ships submit their requirements on DD Form 1348s or in a "shopping list" format by message or letter. They also advise the stores ship of the Julian date for the UNREP. Your only action at this time is to make sure that this Julian date is not used for any other entries.

During UNREP, two types of documents are received from the stores issue ship. One is the "obligations" listing showing the total money charged to each fund code. The second is the DD Form 1348m obligation cards. There is one card for every item of chargeable material being delivered.

There are two methods of posting the obligation data to the Requisition/OPTAR Log. Under one

method (which the supply officer may elect to use), each individual obligation card is Posted. Under the other (recommended) method, the entire UNREP is "batch posted" using the information from the obligation listing which shows the total charged to each fund code. Regardless of the method used, after the posting is completed, the individual DD Form 1348m obligation cards are placed in Holding File 1 for the next transmittal to the DFAS. Figure 10-4 illustrates both methods of posting.

REQUISITION/OPTAR LOG ADJUSTMENTS

Some requisitions are changed after submitting them to a supply activity. Notification of these changes are often received by status cards or messages. Status that indicates cancellation, change of stores account, or change of unit price must be posted to the Requisition/OPTAR Log. NAVSUP P-485, contains information on interpreting the various status codes.

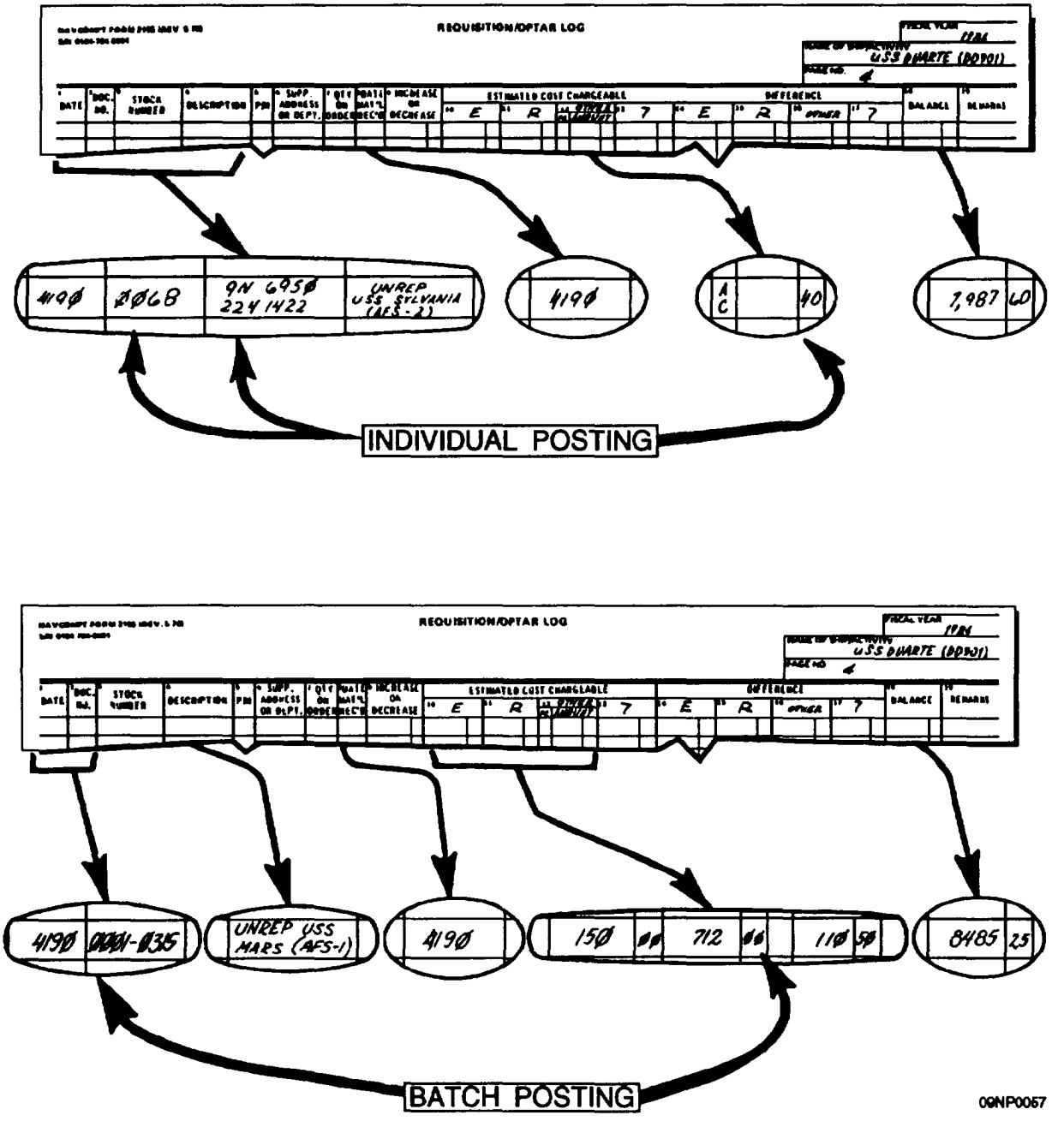


Figure 10-4.—Posting UNREP requisitions.

Cancellations

Requisitions are often rejected (canceled) by supply activities. This may occur because of a wrong NSN, quantity, or as a result of receiving a request from the ship. Regardless of the reason, when a confirmed cancellation has been received, certain entries must be made in the Requisition/ OPTAR Log. These are explained below:

COMPLETE CANCELLATIONS.—Complete cancellations occur when the total money value/quantity of the confirmed canceled requisition matches the original entry in the Requisition/OPTAR Log. Entries are made as follows:

1. Enter "CANC" in the "Date Material Received" block.
2. Enter "CANC" and the Julian date for the day notification is received in the "Remarks" block opposite the original requisition being canceled.
3. Enter on the next available line in the log: the current Julian date in the "Date" block; "CANC" in the "Description" block; the original money

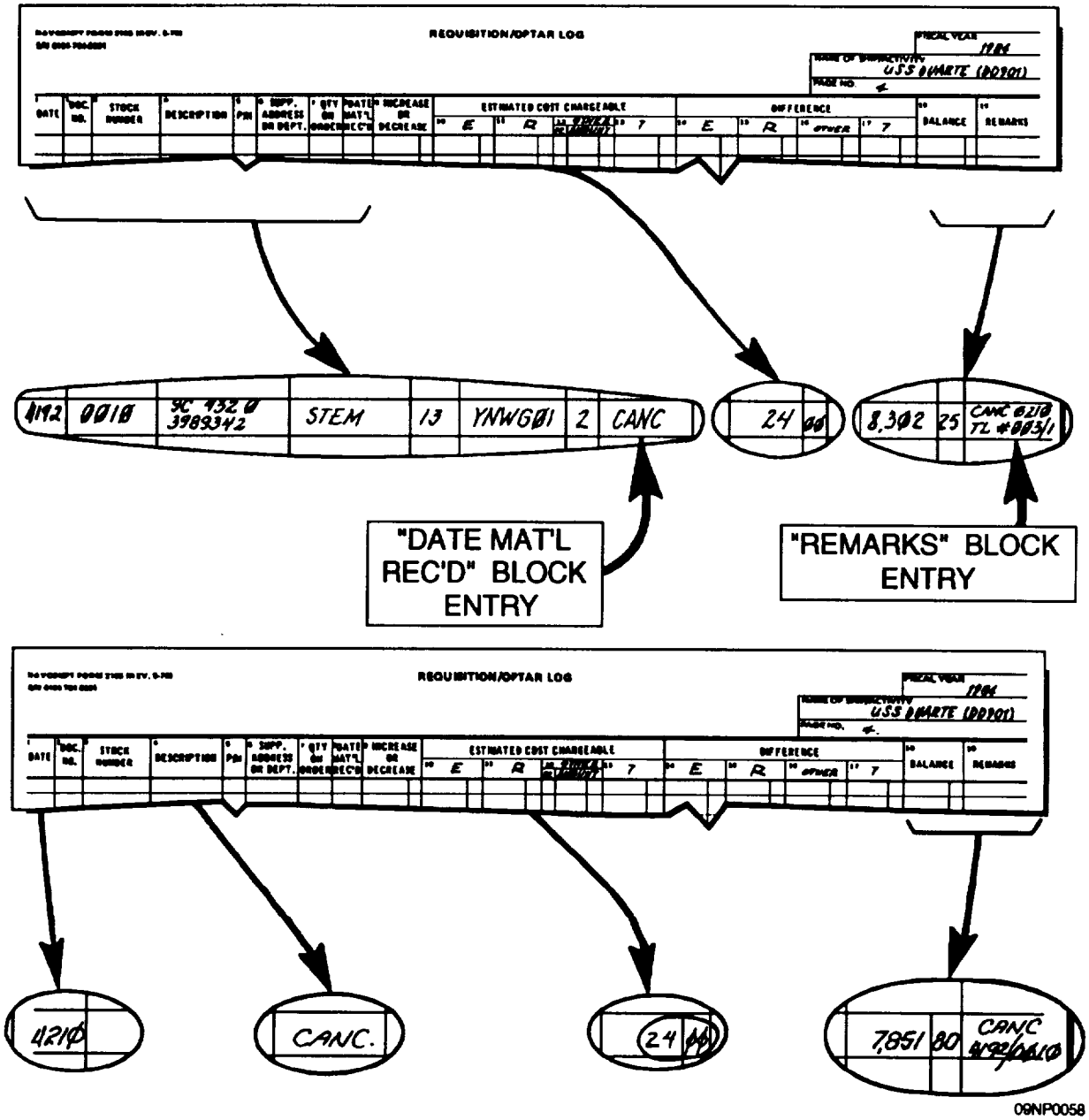


Figure 10-5.-Entries on the Requisition/OPTAR Log for complete cancellations.

value of the canceled requisition in the "Estimated Cost Chargeable" column (this amount is circled or written in red); the new increased OPTAR balance in the "Balance" block; "CANC," the Julian date, and serial number of the original log entry in the "Remarks" block.

4. Record the cancellation on the List of Confirmed Cancellations in Holding File 2.

Figure 10-5 illustrates all of the above steps.

PARTIAL CANCELLATIONS.—Partial cancellations usually occur when the supplying activity can fill only part of your requisition, and cancels the balance. The steps in processing a partial cancellation are similar to processing a complete cancellation. See figure 10-6.

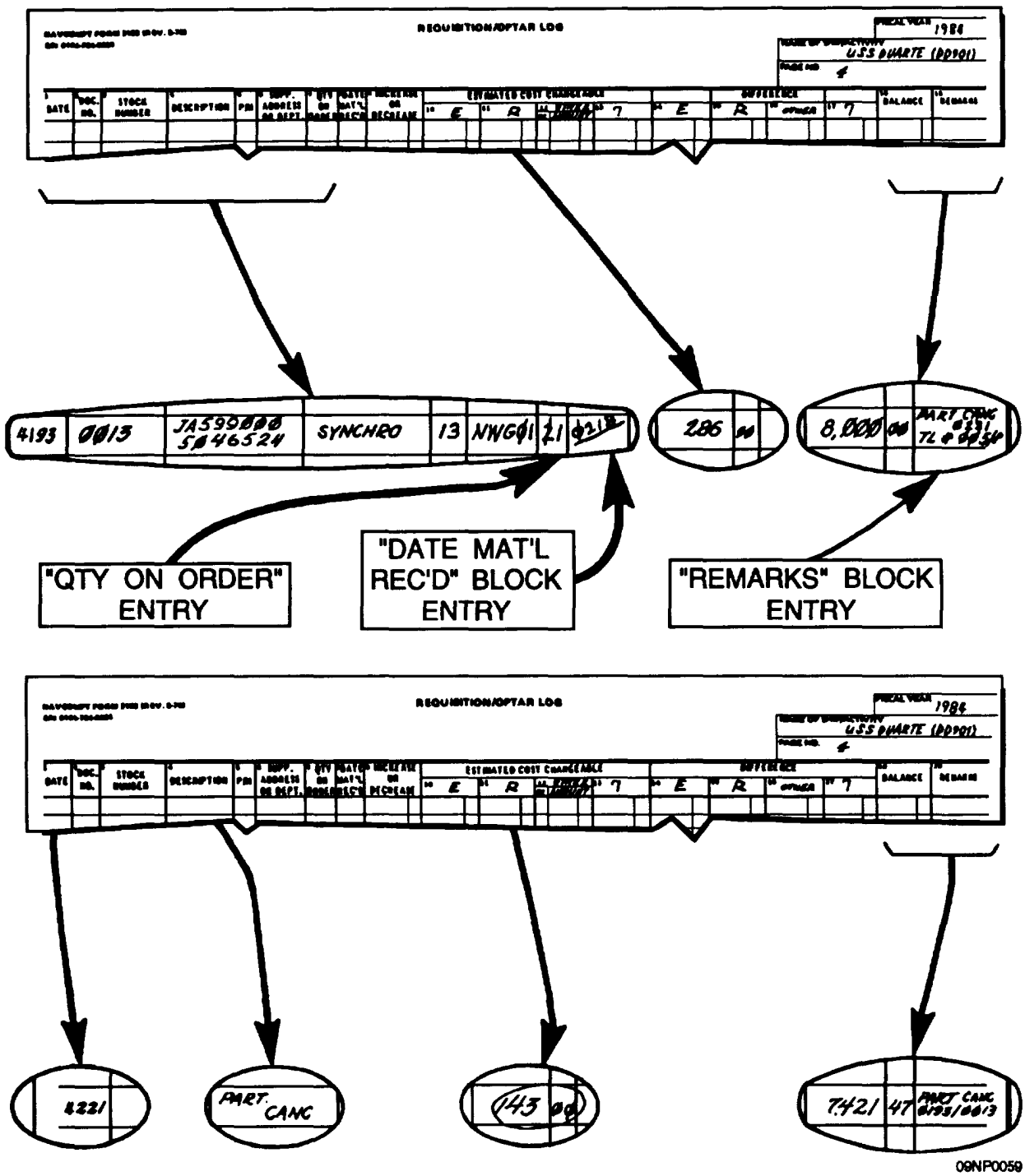


Figure 10-6.—Entries on the Requisition/OPTAR Log for partial cancellations.

Cognizance Symbols Changes

As explained earlier each item available through the Navy supply system is assigned a two-digit cognizance symbol. From time to time and for various reasons, items may be shifted from one stores account (as indicated by the first digit of the cognizance symbol) to another. Such shifts are referred to as "APA to NSA" or "NSA to APA" migrations. The effect these shifts have on your OPTAR balance depends upon the type of shift (chargeable to nonchargeable NSA to APA, or nonchargeable to chargeable APA to NSA). The procedures for adjusting the Requisition/OPTAR Log in both instances are explained below.

APA to NSA Migration

The failure of the ordering ship to consult the latest change to the Management List-Navy (MLN) is the primary reason for nonchargeable (APA) requisitions being forwarded to supply activities for items that are chargeable (NSA). When the supplying activity

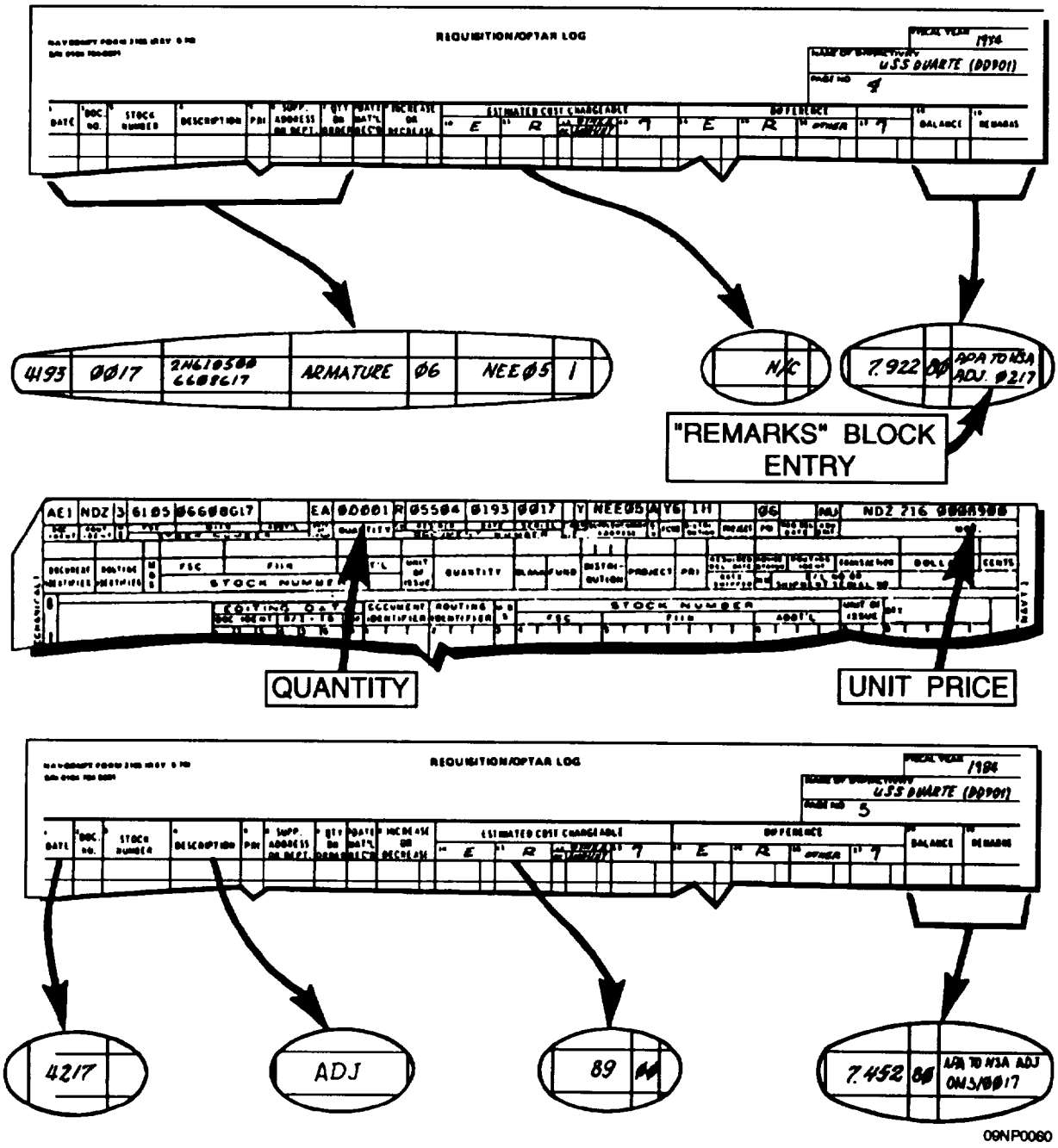


Figure 10-7.—Processing nonchargeable to chargeable.

discovers the error, it usually notifies the ship that they have either canceled the requisition or are processing it as chargeable. The procedure to be followed in adjusting the OPTAR Log for items that have been changed from "nonchargeable" to "chargeable" detailed in the NAVSUP P-485. See figure 10-7 for au example.

NSA to APA Migration

Items shifted from "chargeable" to "nonchargeable" have the opposite effect on the OPTAR balance. That is, when the necessary entries are made, the OPTAR balance increases by the amount of the requisition involved. Entries in the log generally follow the "APA to NSA" migration, except the amount of the adjustment entry (on the next available line in the log) is circled or written in red ink (credit) and "NSA to APA ADJ" is entered in the "Remarks" block. The amount of the adjustment is recorded on the list of confirmed cancellations in Holding File 2. See figure 10-8.

Price Adjustments

"Price adjustments" as described below WILL NOT BE MADE unless the fiscal year cited on the requisition is the "current" fiscal year, OR the current month is one of the months of October through March AND the fiscal year cited is the last fiscal year (i.e., the first prior fiscal year).

The unit prices that are assigned to each item available through the Navy supply system are changed from time to time. In preparing a chargeable requisition, a ship may use an old and consequently incorrect price in its OPTAR Log entry and on its DD Form 1348 green copy. In processing the same requisition, a supplying activity will always charge the correct price thereby creating a price difference. If no corrective action is taken by the ship, such price differences are automatically reconciled at the DAO and reported to the ship. However, some type commanders authorize advance action by a ship when the price of a chargeable requisition is increased or decreased by $100 or more. This advance action must be taken before the requisition material is received aboard ship. The reason for this is explained in the NAVSO P-3073.

A price change does not by itself cause exception status to be sent to the requisitioning ship. In fact, the supply activity does not know what price the ship used in charging its OPTAR because the DD Form 1348 submitted by the ship to the supply activity does not

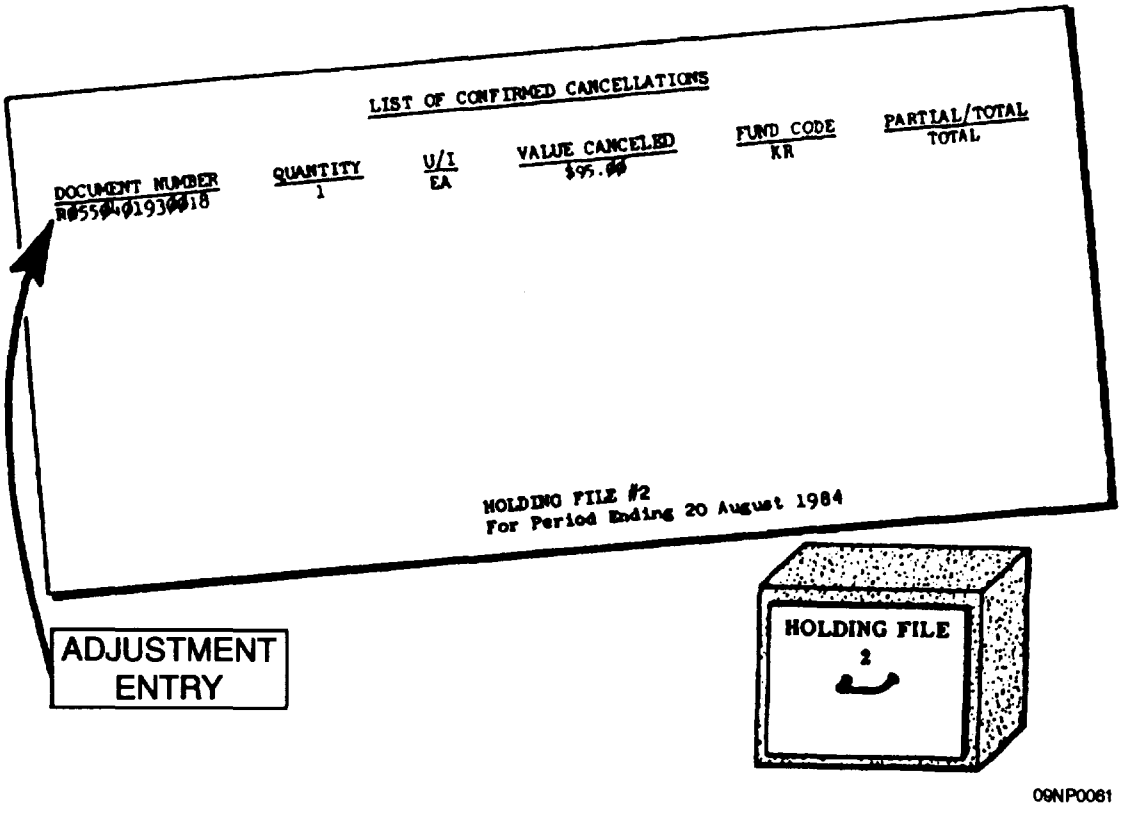


Figure 10-8.—NSA to APA adjustment entry on the list of confirmed cancellations.

include either unit price or total price information. Consequently an advance price adjustment is done on the basis of status information that has been sent to the ship for some reason. The requisition Storekeeper can spot price changes by comparing the unit price shown on the status card or message with the unit price shown on the corresponding DD Form 1348 hardback copy that is filed in the Material outstanding File. Since advance action is limited to price differences of $100 or more, many requisition Storekeepers only make this comparison when the unit price on the status card or message is $25 or more. The steps for adjusting the Requisition/OPTAR Log are found in NAVSUP P-485. An illustration of posting advance price adjustments is in figure 10-9.

MATERIAL RECEIPTS

When material is received aboard, the actions taken by the OPTAR recordskeeper depends upon the nature of the type of receipt. Before any action is taken, the recordskeeper must recognize the type of receipt. Figure 10-10 shows the normal shipboard flow of receipt documents.

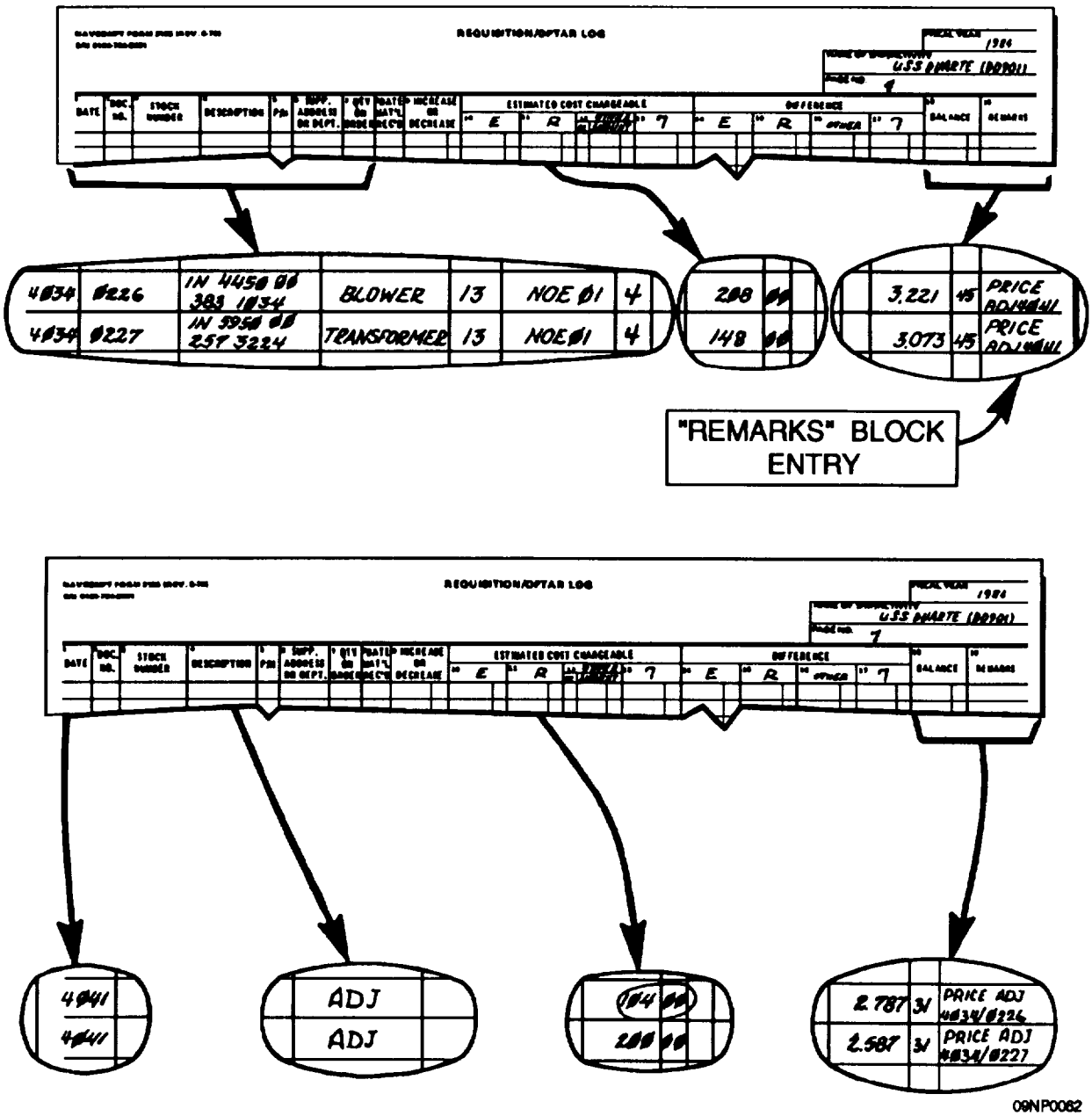


Figure 10-9.-Posting advance price adjustments.

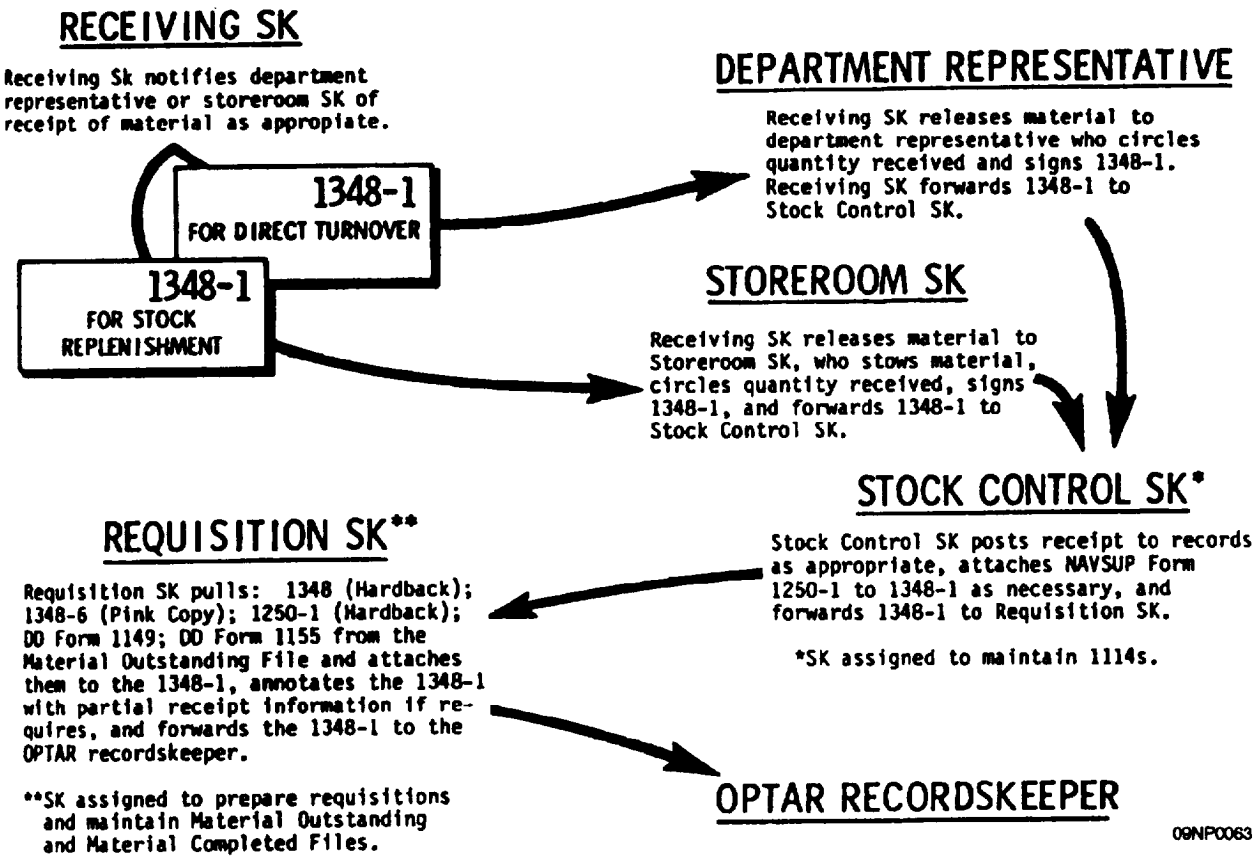

RECEIVING SK
Receiving Sk notifies department representative or storeroom SK of receipt of material as appropiate.
1348-1
FOR DIRECT TURNOVER
1348-1
FOR STOCK REPLENISHMENT
DEPARTMENT REPRESENTATIVE
Receiving SK releases material to department representative who circles quantity received and signs 1348-1. Receiving SK forwards 1348-1 to Stock Control SK.
STOREROOM SK
Receiving SK releases material to Storeroom SK, who stows material, circles quantity received, signs 1348-1, and forwards 1348-1 to Stock Control SK.
STOCK CONTROL SK*
Stock Control SK posts receipt to records as appropriate, attaches NAVSUP Form 1250-1 to 1348-1 as necessary, and forwards 1348-1 to Requisition SK.
*SK assigned to maintain 1114s.
REQUISITION SK**
Requisition SK pulls: 1348 (Hardback); 1348-6 (Pink Copy); 1250-1 (Hardback); DD Form 1149; DD Form 1155 from the Material Outstanding File and attaches them to the 1348-1, annotates the 1348-1 with partial receipt information if requires, and forwards the 1348-1 to the OPTAR recordskeeper.
**SK assigned to prepare requisitions and maintain Material Outstanding and Material Completed Files.
OPTAR RECORDSKEEPER
09NP0063

Figure 10-10.-Shipboard flow ofreceipt document.

The storeroom and the stock control Storekeeper maybe the same person aboard some ships. The requisition and OPTAR recordskeeper may also be the same person aboard others. Each function in the receipt document processing cycle is considered separately in figure 10-10. For a more detailed discussion of receipt procedures and document flow, see NAVSUP P-485. The point to be remembered is that a receipt document passes through several stages of shipboard processing before reaching the OPTAR recordskeeper. The procedures for posting receipts to the OPTAR Log depend on the type of receipt.

Partial Receipts

In general, the OPTAR recordskeeper can recognize a partial receipt by the requisition Storekeeper's notation on the DD Form 1348-1. The notation also identifies the transaction as one of two types of partial receipt "partial receipt, balance outstanding" or "partial receipt, balance canceled." See figure 10-11. In the absence of the requisition Storekeeper's notation on the DD Form 1348-1, you can determine if the balance of the ordered quantity has been canceled or backordered. This is done by checking the "Suffix" and "Advice" blocks on the DD Form 1348-1. Advice and suffix codes are interpreted in NAVSUP P-485. An alphabetic character in the DD Form 1348-1 "Suffix" blocks means the balance has been backordered, and certain advice codes such as 2C mean that the balance of the ordered quantity has been canceled.

PARTIAL RECEIPT (BALANCE BACKORDERED).—On a partial receipt, balance backordered, you must adjust the quantity still outstanding as shown in the "Qty on Order" column of the Requisition/OPTAR Log. This is done by drawing a line diagonally across the "Date Mat'l Rec'd" block as shown in figure 10-12. The date of receipt aboard ship, shown on DD Form 1348-1, is converted to a Julian date and entered in the upper left-hand corner of the "Date Mat'l Rec'd" block. (The lower right-handed portion of the block is filled in when the backorder is received.)

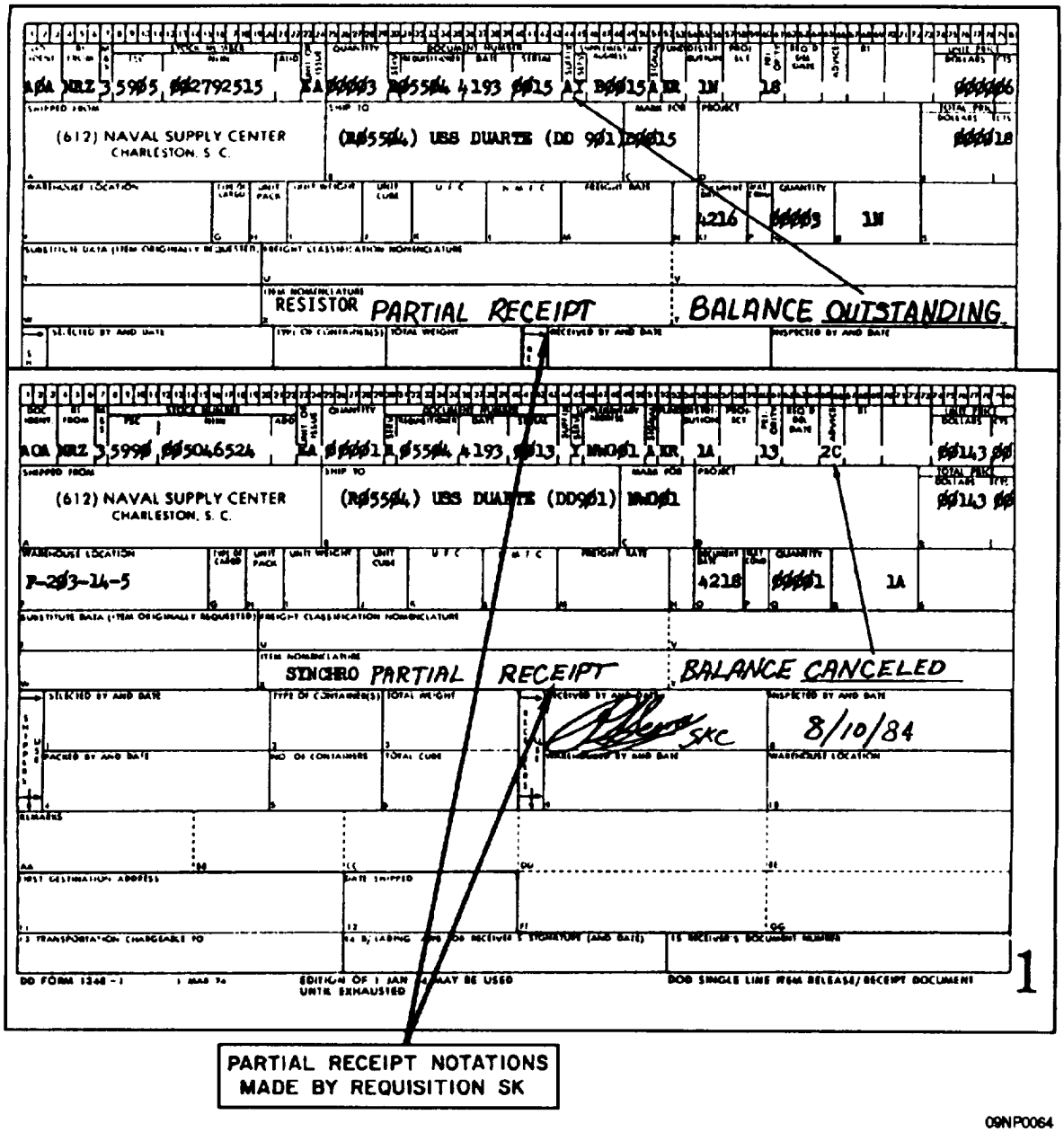


Figure 10-11.—Partial receipt notation on receipt documents.

PARTIAL RECEIPT (BALANCE CANCELED—The first step in processing a partial receipt (balance canceled) is to convert the receipt date on the DD Form 1348-1 to a Julian date and enter it in the "Date Mat'l Rec'd" block of the correspondence Requisition/OPTAR Log entry. Provided no action has been taken based on status information (adjusting the OPTAR Log—see figure 10-6), the next step is to compare the log entry money value of the Requisition to the "threshold amount." (The "threshold" is a money value set by the fleet commander primarily for use by the DAO. Its purpose is explained later in this chapter. For the present discussion the "threshold is $100.) If the Requisition/OPTAR Log entry money value equals or is less than the "threshold," the OPTAR recordskeeper returns the DD Form 1348-1 and the attached DD Form 1348 (pink copy) to the requisition Storekeeper. (Log entries for nonchargeable requisitions should be considered as being less than the "threshold.")

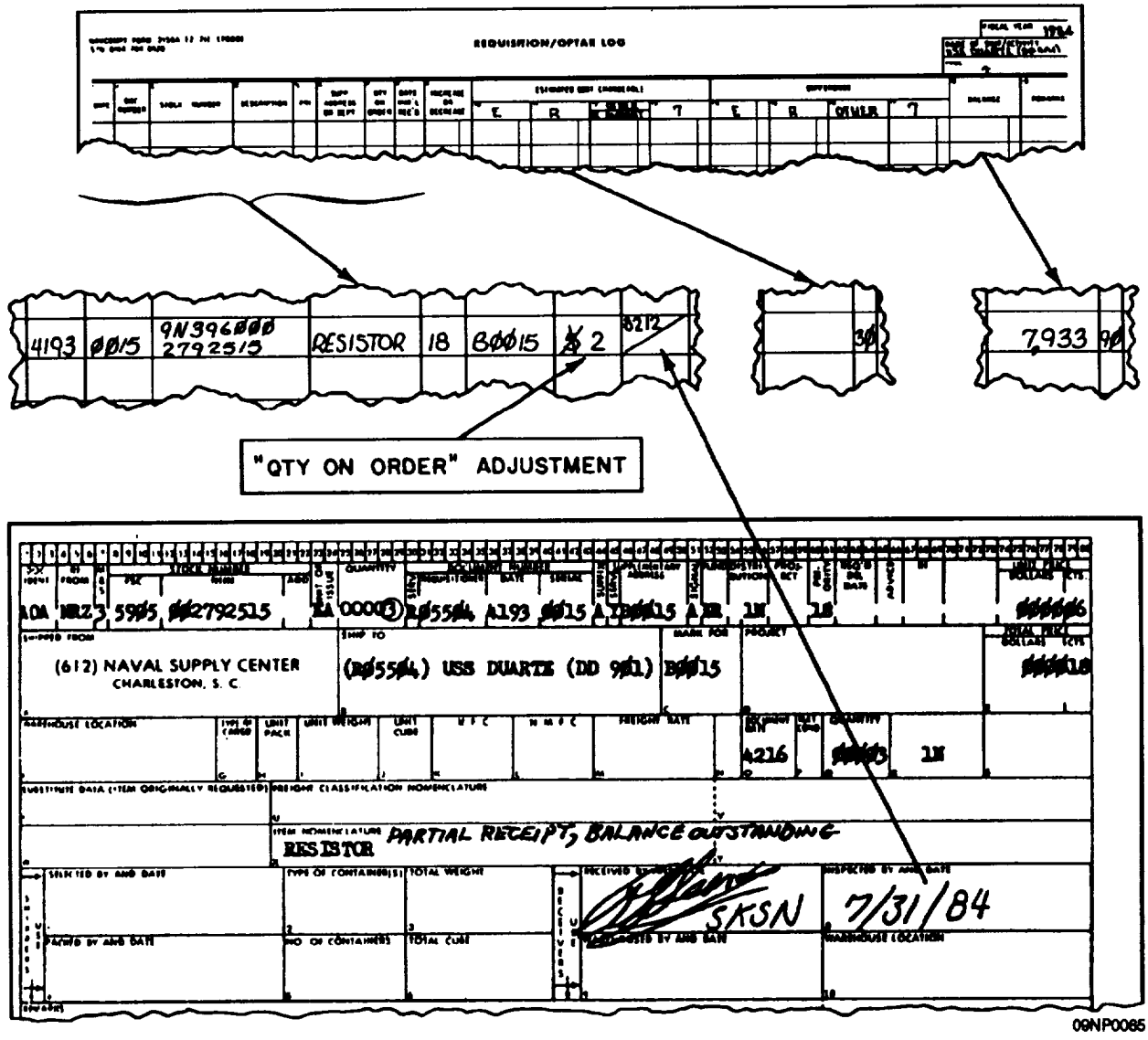


Figure 10-12.—Processing a partial receipt-bdame backordered.

If the log entry money value exceeds the "threshold: the next step is to compare the total price shown on the DD Form 1348-1 with the money value of the correspondence log entry. If the DD Form 1348-1 total price equals or exceeds the log entry money value, the DD Form 1348-1 and attached DDForm 1348 (pink copy) are returned to the requisition Storekeeper.

Assuming that the DD Form 1348-1 total price is less than the log entry money value, the next step is to enter "PART CANC" and the Julian date in the "Remarks" block of the Requisition/OPTAR Log.

Figure 10-13 shows the above entries. On the next available line in the Requisition/OPTAR Log, the following entries are made:

- The current Julian date in the "Date" block
- "PART CANC" in the "Description" block
- The difference between the money value of the DD Form 1348-1 and that of the original log entry in the same "Estimated Cost Chargeable" column as was used in the original entry (the canceled amount circled or written in red ink)
- The new OPTAR balance (that is the OPTAR balance of the preceding entry plus the canceled amount) in the "Balance" column
- "PART CANC," Julian date, and document number of the original log entry in the "Remarks" block

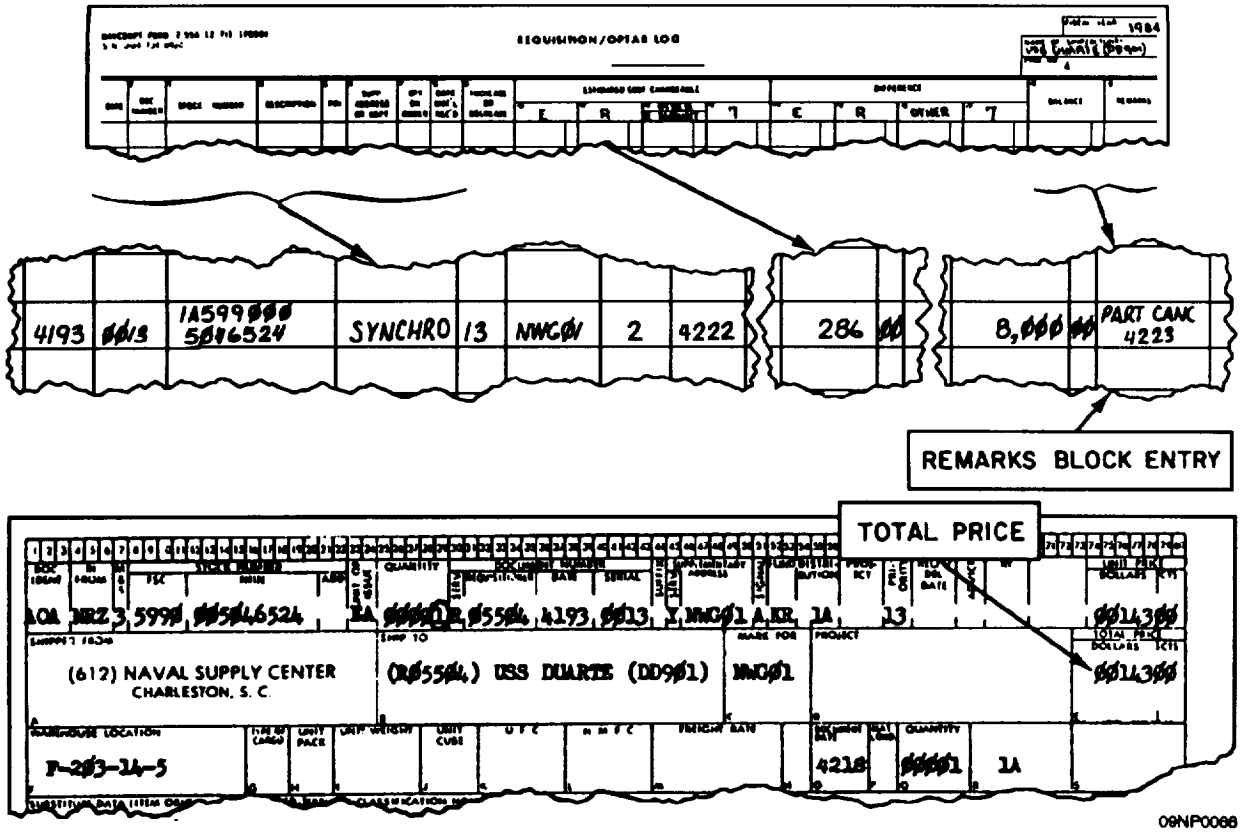


Figure 10-13.-Processing a partial receipt–balance canceled.

Figure 10-14 shows all of these entries. The next step is to record the cancellation on the List of Confirmed Cancellations that is kept in Holding File 2. See figure 10-15. With the exception of the "Quantity" column, this recording can be made by using the DD Form 1348-1 and the cancellation entry m the log. The quantity canceled is computed from the original requisition and the DD Form 1348-1 and entered on the List of Confirmed Cancellations. The DD Form 1348-1 attached to the DD Form 1348 (hartdback copy) is now returned to the requisition Storekeeper for filing m the Material Completed File.

Cognizance Migration

As stated previously, and shown in figure 10-7, from time to time, there are "cog" changes that shift material from chargeable to nonchargeable status or

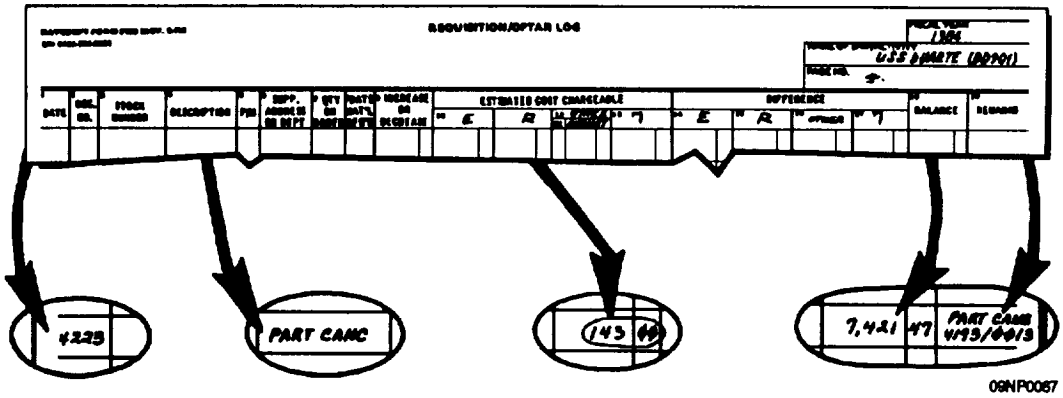


Figure 10-14.-OPTAR Log entries, partial receipt-balance canceled.

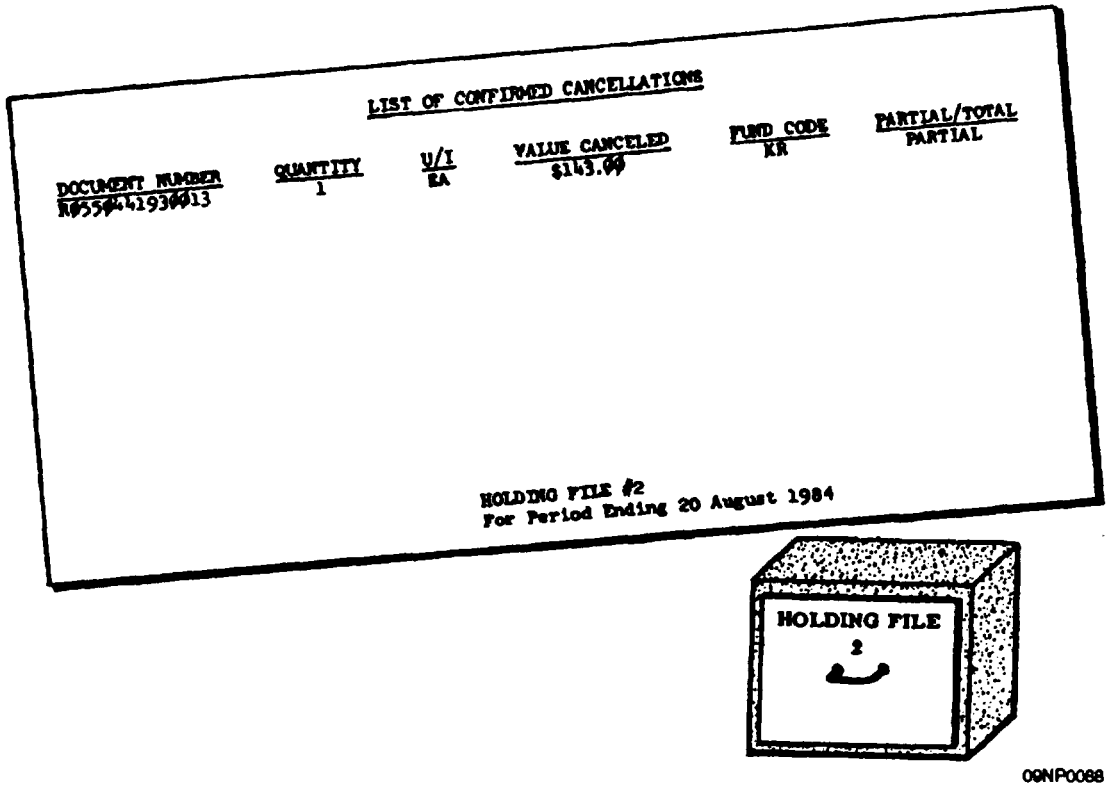


Figure 10-15.-List of Confirmed Cancellations entry, partial receipt-balance canceled.

vice versa. An item's cognizance symbol at the time the supply activity processes it for release and shipment determines if it is chargeable or nonchargeable. This "cog" symbol is shown in data block "R" on the DD Form 1348-1. The "cog" symbol in the DD Form 1348-1 "Distribution" block is always identical to the one cited on the ship's requisition and you can spot "cog" changes by comparing block "R" with the "Distribution" block or by comparing block "R" with the corresponding log entry. This method of comparing is illustrated by figure 10-16, and the necessary Requisition/OPTAR Log entries are as described in this chapter under the heading, "Cognizance Symbol changes."

OPTAR DOCUMENT TRANSMITTALS

The DAO serves as a clearing house in the flow of funds and accounting data between ships and supplying activities. This is done by matching the supplying activities expenditure documents to the ships' chargeable unfilled orders. The matching process validates the expenditures that have been made on the ships' behalf. To enable the DAO to perform this matching process, ships are required to send in their chargeable unfilled orders that is their DD Form 1348 green copies that have been filed in Holding File 1.

The DAO for Atlantic Fleet ships is located in Norfolk. The DAO for Pacific Fleet ships is located in San Diego.

Price changes, partial cancellations, and complete cancellations, among other things, can change a requisition so that it hardly resembles the original unfilled order submitted by the Ship to the DAO. The supplying activity informs the ship of such changes through status cards and receipt documents. The supplying activity does <u>not,</u> however, inform the DAO. It is the responsibility ot the ship to advise the DAO of these changes by sending the contents of Holding Files 2 and 3, along with the contents of Holding File 1, to the DAO on a routine basis.

NOTE Holding File 1 and Holding File 3 for the last fiscal year's OPTAR will only be maintained from October through March.

OPTAR DOCUMENT TRANSMITTAL REPORT

The ship is required to send an OPTAR Document Transmittal Report NAVCOMPT Form 2156 to the

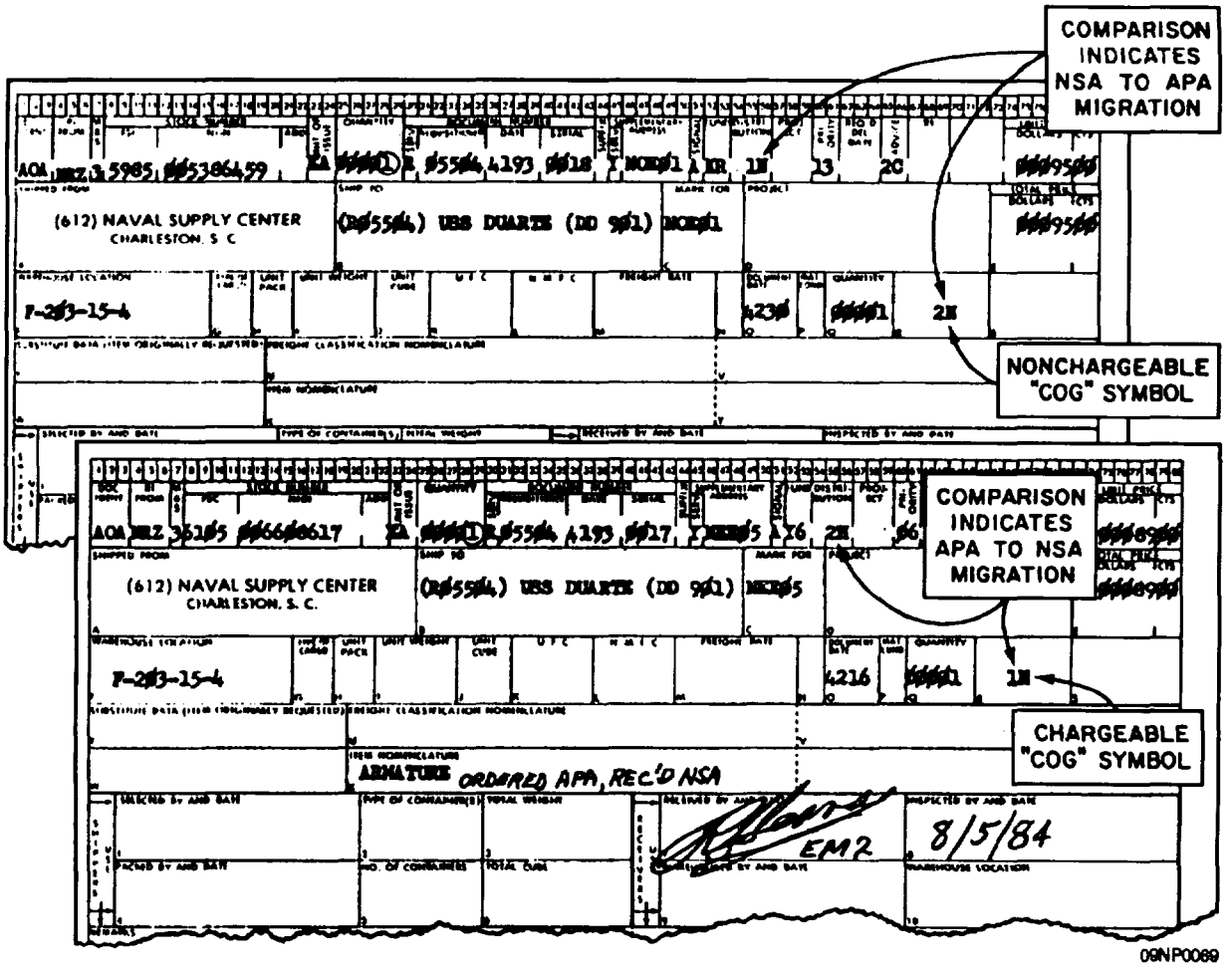

COMPARISON INDICATES NSA TO APA MIGRATION
(612) NAVAL SUPPLY CENTER CHARLESTON, S C
NONCHARGEABLE "COG" SYMBOL
COMPARISON INDICATES APA TO NSA MIGRATION
(612) NAVAL SUPPLY CENTER CHARLESTON, S. C.
CHARGEABLE "COG" SYMBOL
ARMATURE ORDERED APA, REC'D NSA
8/5/84
09NP0089

Figure 10-16.—Recognizing APA to NSA and NSA to A PA migrations.

DAO on the 10th, 20th, and the last day of every month. See figure 10-17 for an example. A transmittal may be skipped, however, if there are no documents to be submitted contained in the holding files.

The OPTAR recordskeeper maintains holding files as specified in the NAVSUP P-485.

When a fiscal year ends, the funds for that year "expire." That is, they are no longer available for placing new orders. However, the accounts for these funds are held open for adjustments for another 2 years making a total of 36 months over which detailed accounting is performed. However, in accordance with the objective to require only the minimum amount of accounting and reporting to be performed by the operating forces, the DAOs perform the OPTAR accountiug following the first 18-month period.

To assure the Defense Accounting Office that it has received all transmittals a ship sends, the ship is required to number each transmittal in sequence in block "A of the NAVCOMPT Form 2156.

Block "B" of the NAVCOMPT Form 2156 (figure 10-17) shows the period covered by the transmittal. This period starts the day after the previous transmittal was sent and ends the day the current transmittal is put in the mail. Note that the caption for block "B" requires the dates to be written in Julian form.

The OPTAR recordskeeper should maintain number control logs for the OPTAR document transmittal. See figure 10-18 for an example.

Even though a copy of every OPTAR Document Transmittal Report is kept by the OPTAR recordskeeper, certain information should be duplicated in the control log for handy reference. In the log (figure 10-18), the "Net Value" column is designed for the fiugre computed on the NAVCOMPT Form 2156. The "Cumulative Total" column is intended for a running total of the "Net Value" column. The usefulness of these

OPTAR DOCUMENT TRANSMITTAL REPORT
NAVCOMPT FORM 2156 (REV. 7-70)
0104-LP-704-0005

NAVCOMPT 7302-14

UNIT IDENTIFICATION CODE: R0554

FROM: COMMANDING OFFICER
USS DUARTE (DD 991)

TO: COMMANDING OFFICER (CODE - AF)
FLEET ACCOUNTING AND DISBURSING CENTER
SAN DIEGO, CALIFORNIA 92132

A. TRANSMITTAL NUMBER	B. JULIAN DATE (From)	(To)
018/4	4111	4120

CAPTION	NUMBER OF DOCUMENTS	MONEY VALUE
1. OBLIGATION (CHARGEABLE) DOCUMENTS (FILE 1)	4	169.90
2. CONFIRMED CANCELLATIONS (FILE 2)	1	78.40
TOTAL NET VALUE OF (1 MINUS 2)		91.50
3. RETURNED (NAVFC ACTION ONLY) DOCUMENTS (FILE 3)	2	

REMARKS:

RETURNED DOCUMENTS

1. SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING (3-84)

2. AGED UNFILLED ORDER LISTING (OR CARDS) (3-84)

REPORTING SUPPLY OFFICER (Signature)

DATE: 30 APR. 1984

09NP0070

Figure l0-17.-OPTAR Document Transmittal Report NAVCOMPT Form 2156.

OPTAR DOCUMENT TRANSMITTAL NUMBER CONTROL LOG
FISCAL YEAR 1984

TL #	Period Ending	Net Value (1-2)	Cumulative Total
001/4			
002/4			
003/4			
004/4			
005/4			
006/4			
007/4			
008/4			
009/4			
010/4			
011/4			
012/4			
013/4			

09NP0071

Figure 10-18.-OPTAR document transmittal number control log.

columns is demonstrated in NAVSO P-3073, Budget/OPTAR Report.

A separate number control log should be maintained for the funds of each fiscal year. Each log should have room for transmittals prepared after the funds have expired.

BALANCING THE OPTAR LOG

Before the OPTAR Document Transmittal Report is submitted to the supply officer for signature, the Requisition/OPTAR Log must be balanced. The first step is to draw a double line underneath the last entry in the log. Then refer to NAVSO P-3073 for detailed instructions on the process of balancing the OPTAR Log.

BUDGET/OPTAR REPORT

The Budget/OPTAR Report, NAVCOMPT Form 2157, is designed to provide status on the ship's funds to the DAO and the ship's type commander. It is prepared each month for the current fiscal year's OPTAR (and the first prior year's OPTAR for report months October through March). The Budget/OPTAR Report will normally be used to prepare and support the message "Budget/ OPTAR Report" which is sent to the DFAS. The Budget/OPTAR Report is retained on board to confirm that the message "Budget/OPTAR Report" was sent to the DFAS.

However, under two conditions the Budget/OPTAR Report must be submitted to the DAO and a message

"Budget/OPTAR Report" will NOT be sent. These two conditions are:

1. If the ship is operating under a condition "MINIMIZE," preventing the transmission of such messages; or
2. If the ship is in the immediate vicinity of the DAO.

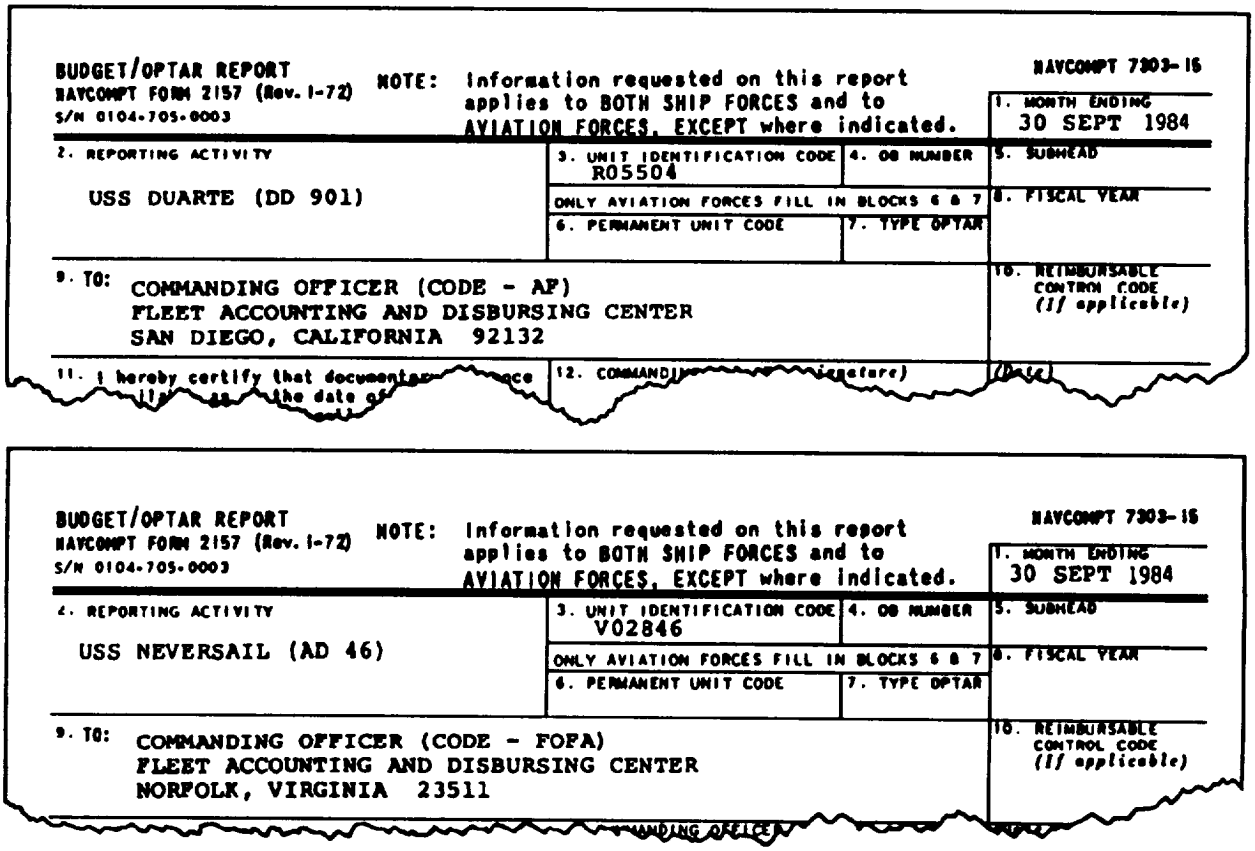
If either of these two conditions exists, the Budget/OPTAR Report should be submitted not later than the first workday of the month following the month to be reported.

If neither of the two above conditions exists, then the Budget/OPTAR Report should be used to prepare and support the message "Budget/OPTAR Report" which must be transmitted no later than the second calendar day of the month following the month to be reported. See figure 10-19 for an example of a Budget/OPTAR Report. NAVSO P-3013 contains the details of preparing the report.

Deficiency and Consumption Data

This section of the report is used by the type commander (TYCOM) to determine the material readiness of ships and commands. This section is filled out only for current year funds. It is left blank for prior year funds. Figure 10-20 *shows this part* of the report and the source of the required information.

Depending upon the organization of the ship's supply department, the OPTAR recordskeeper may or may not be responsible for obtaining the information needed to till out this section. Whether or not responsible, the recordskeeper should know how to do


BUDGET/OPTAR REPORT
NAVCOMPT FORM 2157 (Rev. 1-72)
S/N 0104-705-0003
NOTE: Information requested on this report applies to BOTH SHIP FORCES and to AVIATION FORCES, EXCEPT where indicated.
NAVCOMPT 7303-16
1. MONTH ENDING
30 SEPT 1984
2. REPORTING ACTIVITY
USS DUARTE (DD 901)
3. UNIT IDENTIFICATION CODE
R05504
4. OB NUMBER
5. SUBHEAD
ONLY AVIATION FORCES FILL IN BLOCKS 6 & 7
6. PERMANENT UNIT CODE
7. TYPE OPTAR
8. FISCAL YEAR
9. TO:
COMMANDING OFFICER (CODE - AF)
FLEET ACCOUNTING AND DISBURSING CENTER
SAN DIEGO, CALIFORNIA 92132
10. REIMBURSABLE CONTROL CODE (If applicable)
11. I hereby certify that documentary
the date of
12. COMMANDING OFFICER (Signature)
(Date)
BUDGET/OPTAR REPORT
NAVCOMPT FORM 2157 (Rev. 1-72)
S/N 0104-705-0003
NOTE: Information requested on this report applies to BOTH SHIP FORCES and to AVIATION FORCES, EXCEPT where indicated.
NAVCOMPT 7303-16
1. MONTH ENDING
30 SEPT 1984
2. REPORTING ACTIVITY
USS NEVERSAIL (AD 46)
3. UNIT IDENTIFICATION CODE
V02846
4. OB NUMBER
5. SUBHEAD
ONLY AVIATION FORCES FILL IN BLOCKS 6 & 7
6. PERMANENT UNIT CODE
7. TYPE OPTAR
8. FISCAL YEAR
9. TO:
COMMANDING OFFICER (CODE - FOFA)
FLEET ACCOUNTING AND DISBURSING CENTER
NORFOLK, VIRGINIA 23511
10. REIMBURSABLE CONTROL CODE (If applicable)
COMMANDING OFFICER
DATE

NOTE: The filled-in blocks of the illustrations above are self-explanatory. OPTAR recordskeepers in Pacific Fleet ships insert "Commanding Officer (Code-AF), Fleet Accounting and Disbursing Center San Diego, California 92132" in the address block. OPTAR recordskeepers in Atlantic Fleet ships insert "Commanding Officer (Code FOFA), Fleet Accounting and Disbursing Center, Norfolk, Virginia 23511" in the addressee block.

09NP0072

Figure 10-19.—Budget/OPTAR Report.

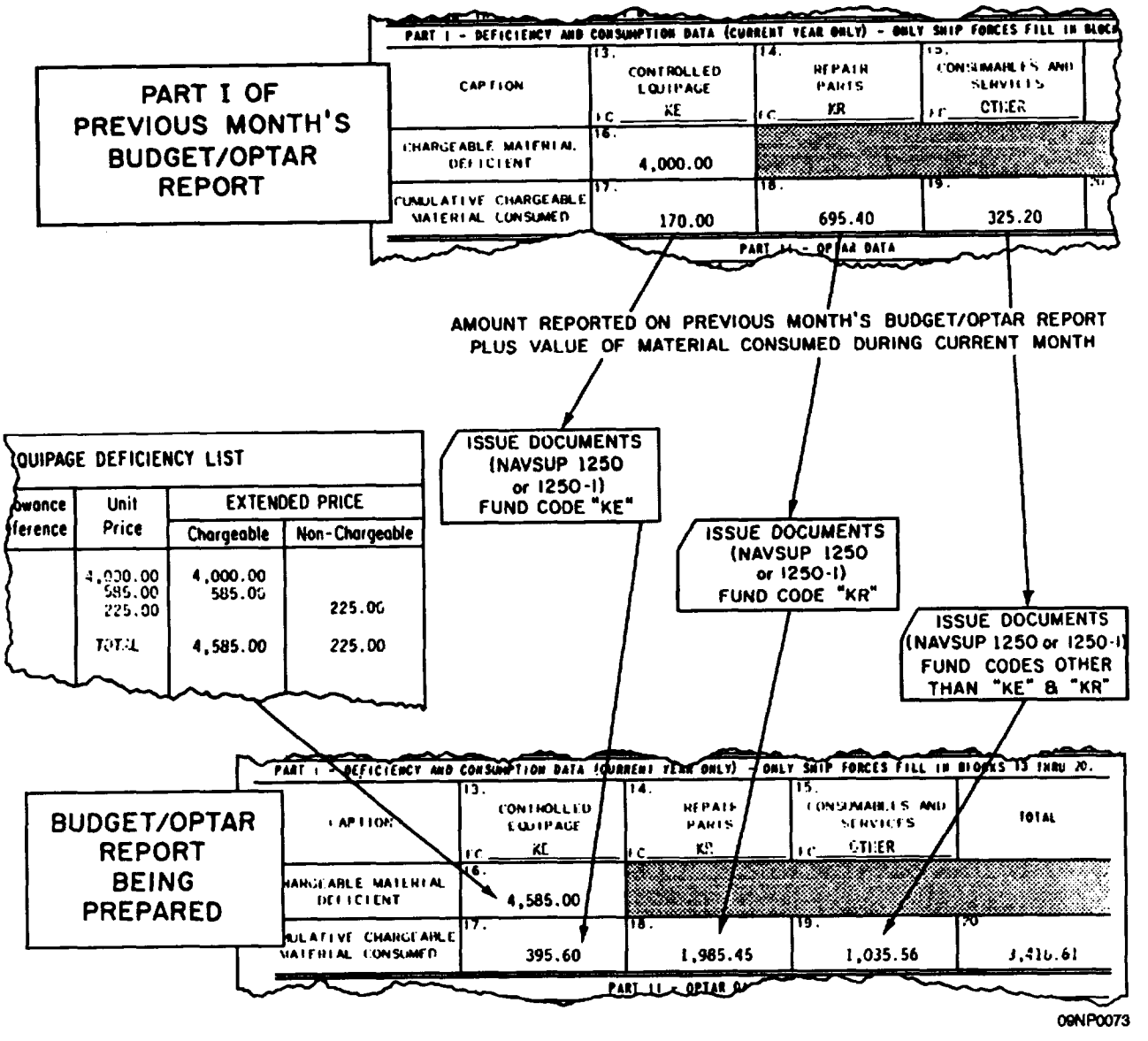


Figure10-20.-Part 1, Badget/OPTAR Report.

it in general terms. Refer to NAVSO P-3013 for detailed instructions for completing the report.

OPTAR Data

The amounts reported in Part 2 are taken from the Requisition/OPTAR Log just as shown in figure 10-21. All differences are entered from the corresponding column of the log. Each entry in the "Difference" column must indicate whether it is a plus or minus difference to prevent error when totaling the column. The total should also be marked plus or minus.

Because of increased budgetary requirements under Zero-Based Budgeting concepts, type commander and fleet commanders need a full fund code breakout on OPTAR funds use to adequately compile information for budget formulation and execution. The Budget/OPTAR Report (NAVCOMPT Form 2157) submission (or message sent in place of the NAVCOMPT Form 2157) must be modified to display all fund codes along with attendant cumulative obligations, differences, and gross adjusted obligations. As are result, there will be a full code display on the Ship/Staff Status Report. The Budget/OPTAR Report will be completed in accordance with the NAVSO P-3013 as modified.

As you study figure 10-21, you can see that the difference is an adjustment to the obligations and affects the OPTAR balance.

To verify the entries in block 22 of the Budget/OPTAR Report, the OPTAR recordskeeper can

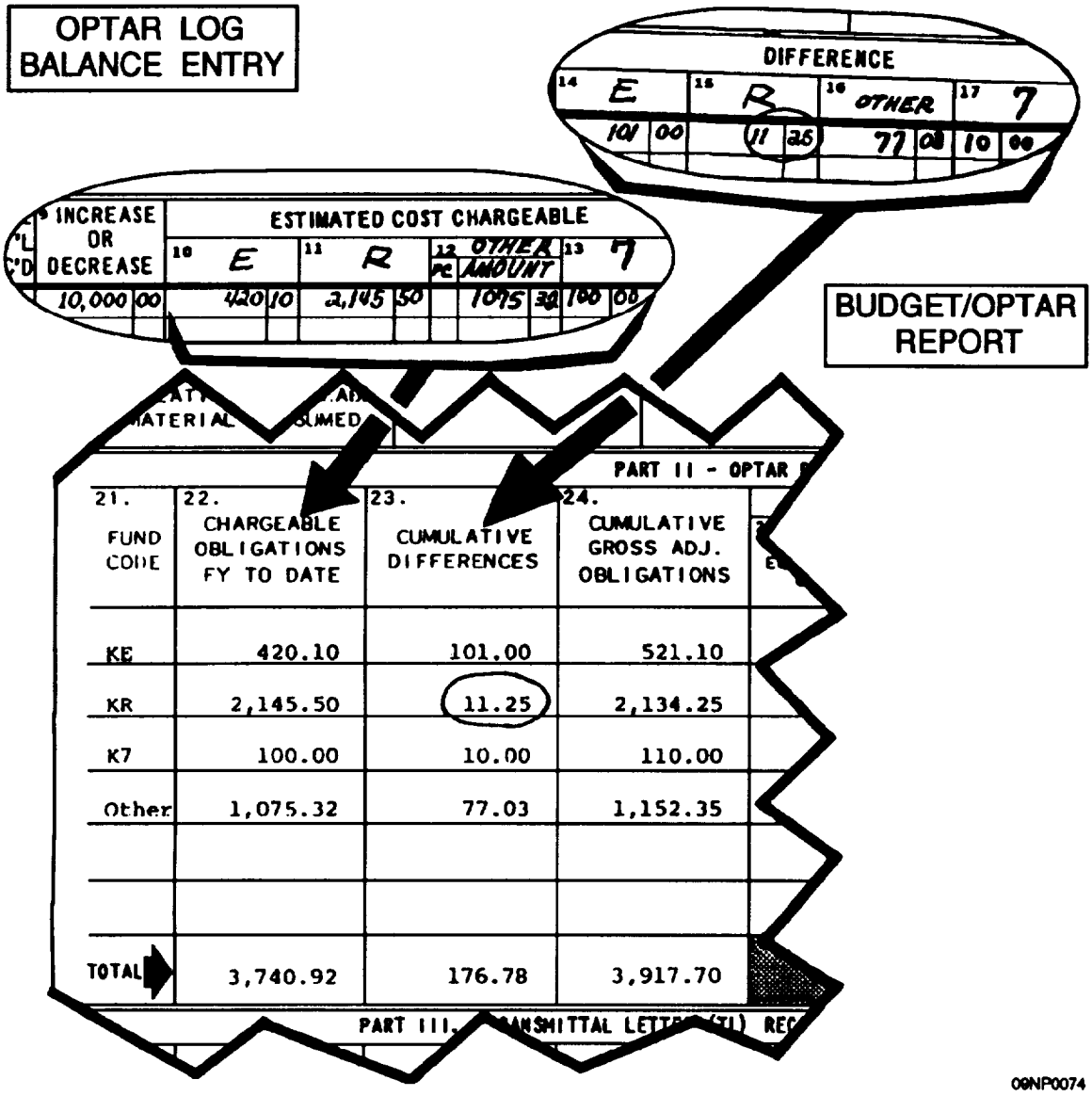


Figure 10-21.—Part 2, Budget/OPTAR Report.

make a comparison between the number control log and the Part 2 total. If the OPTAR recordskeeper does not maintain a cumulative total column in the number control log, the recordskeeper can achieve the same comparison by adding together the total net values of the retained copies of the OPTAR Document Transmittal Reports for the same fiscal year.

Transmittal Letter

Part 3 provides a recap of transmittal letters to the DAO for the month. The total shown Part 3 is the net total obligations for the month and must equal the difference between Part 2, block 22, for the current month and that reported for the previous month. This figure can be obtained from the "Net Value" column of the number control log as illustrated in figure 10-22.

Remarks

In filling out the Budget/OPTAR Report on type commander funds, the OPTAR recordskeeper prepares the bottom portion of the report as shown m figure 10-23.

MESSAGE OPTAR REPORT

Except when a ship or unit is in the immediate vicinity of the DAO or during periods of message

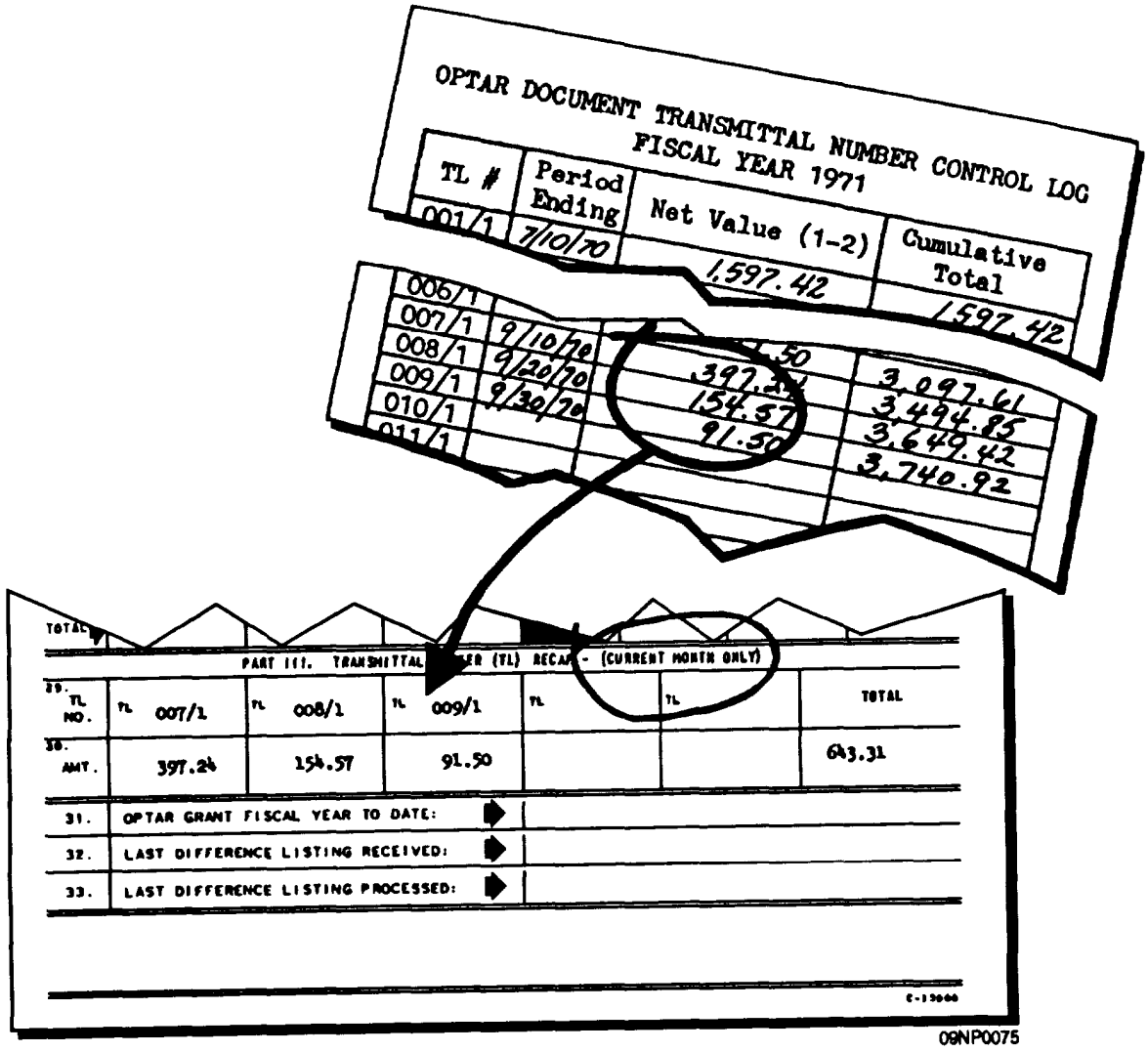


Figure 10-22.—Part 3, Budget/OPTAR Report.

MINIMIZE, a message report of Budget/OPTAR data should be submitted in lieu of the Budget/OPTAR Report (NAVCOMPT Form 2157). The message report is submitted to the DAO, with a copy to the type commander, no later than the second day of the month following the end of the month being reported. Current and prior year OPTAR reports and any other related information prescribed by the type commander should be included, but each OPTAR and other specific categories of information will be reported in separate paragraphs of the message. When a message report is submitted, confirming Budget/OPTAR Report (NAVCOMPT Form 2157) will not be submitted. The message should be prepared in the following format: (NOTE: For obligation data, columnar headings (21), (22), (23), and (24) corresponding to block headings of the NAVCOMPT Form 2157.) See figures 10-24, 10-25, and 10-26.

Message Reports

Subparagraph A (OBLIGATION DATA) will always show the obligation data contained in blocks (21), (22), (23) and (24) of the Budget/OPTAR Report (NAVCOMPT Form 2157). The amounts should be given in numerals rather than being spelled out in words. Figure 10-27 shows how the data in blocks (21), (22), (23) and (24) of the Budget/OPTAR Report (NAVCOMPT Form 2157) are shown in subparagraph A of the message.

Subparagraph B of the message (TRANSMITTAL DATA) should always show the Transmittal Letter (NAVCOMPT Form 2156) data contained in blocks (29) and (30) of the Budget/OPTAR Report (NAVCOMPT Form 2157). Figure 10-28 shows how the data in blocks (29) and (30) of the Budget/OPTAR

THE CERTIFICATION STATEMENT

BUDGET/OPTAR REPORT
NAVCOMPT FORM 2157 (Rev. 1-72)
S/N 0104-705-0003

NOTE: Information requested on this report applies to BOTH SHIP FORCES and to AVIATION FORCES, EXCEPT where indicated.

NAVCOMPT 7303-18

1. MONTH ENDING: 30 SEPT 1984

2. REPORTING ACTIVITY: USS DUARTE (DD 981)

3. UNIT IDENTIFICATION CODE: R8559Ø4

4. OG NUMBER: 57Ø17

5. SUBHEAD: 7Ø2C

ONLY AVIATION FORCES FILL IN BLOCKS 6 & 7

6. PERMANENT UNIT CODE:

7. TYPE OPTAR:

8. FISCAL YEAR: 78

9. TO: COMMANDING OFFICER (CODE - AF)
FLEET ACCOUNTING AND DISBURSING CENTER
SAN DIEGO, CALIFORNIA 92182

10. REIMBURSABLE CONTROL CODE (If applicable)

11. I hereby certify that documentary evidence is available as of the date of this report covering obligations legally incurred under the funds identified, in the amount shown as the "TOTAL" of "CUMULATIVE GROSS ADJ. OBLIGATIONS" in Part II, TOTAL of block number 24.

12. COMMANDING OFFICER (Signature)

(Date) 1 Feb 1984

PART I - EFFICIENCY AND CONSUMPTION DATA (CURRENT YEAR ONLY) - ONLY SHIP FORCES FILL IN BLOCKS 13 THRU 20.

CAPTION	13. CONTROLLED EQUIPAGE KE FC	14. REPAIR PARTS KR FC	15. CONSUMABLES AND SERVICES OTHER FC	TOTAL
CHARGEABLE MATERIAL DEFICIENT	16. 4,745.ØØ			
CUMULATIVE CHARGEABLE MATERIAL CONSUMED	17. 395.6Ø	18. 1,985.45	19. 1,Ø35.56	20. 3,416.61

PART II - OPTAR DATA

21. FUND CODE	22. CHARGEABLE OBLIGATIONS FY TO DATE	23. CUMULATIVE DIFFERENCES	24. CUMULATIVE GROSS ADJ. OBLIGATIONS	ONLY AVIATION FORCES FILL IN BLOCKS 25 THRU 28: 25. TYPE EQUIPMENT CODE	26. NUMBER OF AIRCRAFT	27. HOURS FOR PERIOD	28. HOURS FLOWN FYTD
KE	42Ø.1Ø	1Ø1.ØØ	521.1Ø				
KR	2,145.5Ø	11.25	2,134.25				
OTHER	1,175.32	87.Ø3	1,262.35				
TOTAL	3,74Ø.92	176.78	3,917.7Ø				

PART III. TRANSMITTAL LETTER (TL) RECAP - (CURRENT MONTH ONLY)

29. TL NO.	TL ØØ7/8	TL ØØ8/8	TL ØØ9/8	TL	TL	TOTAL
30. AMT.	397.24	154.57	91.5Ø			643.31

31	OPTAR GRANT FISCAL YEAR TO DATE:	$1Ø,ØØØ
32.	LAST DIFFERENCE LISTING RECEIVED:	AUGUST 1978
33.	LAST DIFFERENCE LISTING PROCESSED:	AUGUST 1978

C-10000

09NP0078

Figure 10-23.-Certification section, Budget/OPTAR Report

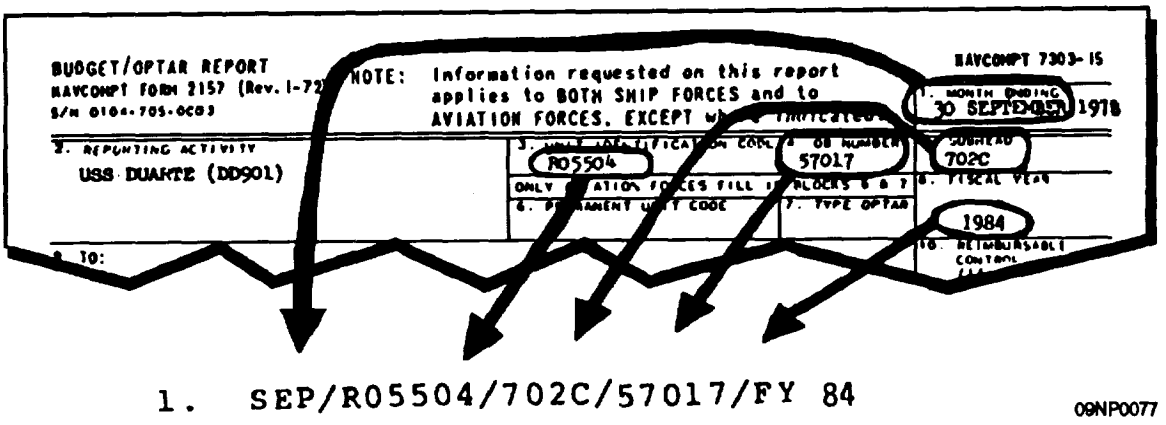


Figure l0-24.-Message OPTAR Report (paragraph 1).

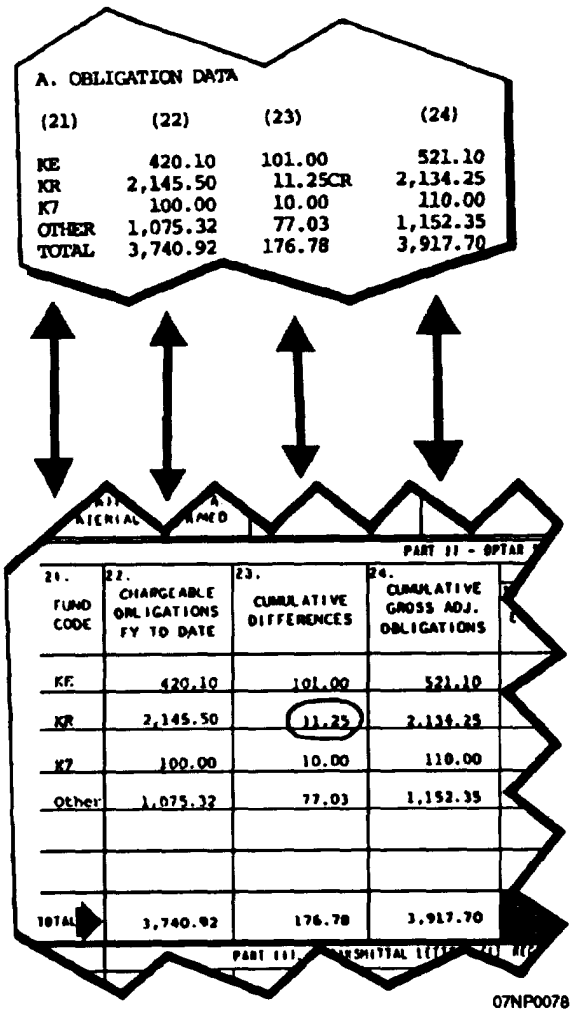


Figure 10-25.-Message OPTAR Report (subparagraph A).

Report (NAVCOMPT Form 2157) are shown in subparagraph B of the message.

Subparagraph C of the message (GRANTS FYTD) should always show the amount of the OPTAR grant fiscal year to date as contained in block (31) of the budget/OPTAR Report (NAVCOMPT Form 2157). Figure 10-28 shows how the amount in block (31) of the Budget/OPTAR Report (NAVCOMPT Form 2157) is shown in subparagraph C of the message.

Subparagraph D of the message Summary Filled Order/Expenditure Difference Listing (SFOEDL PROCESSED) will always show the month and year of the last SFOEDL applicable to the OPTAR identified which has been processed by the OPTAR recordskeeper as shown in block (33) of the Budget/OPTAR Report (NAVCOMPT Form 2157). Figure 10-28 shows how the date contained in block (31) of the Budget/OPTAR Report (NAVCOMPT Form 2157) is shown in subparagraph D of the message.

Subparagraph E of the message (MATERIAL DEFICIENT) will only be used in paragraph 1 that is for the current fiscal year's OPTAR only. Although the report months of October through March data on the first prior year's OPTAR, are reported in paragraph 2 of the message, subparagraph E (MATERIAL DEFICIENT) does not apply to prior year's OPTAR. Figure 10-29 shows how the amount in block (16) of the Budget/OPTAR Report (NAVCOMPT Form 2157) is shown in subparagraph E of the message.

Subparagraph F of the message (CONSUMPTION DATA) will only be used in paragraph 1 that is for the current fiscal year's OPTAR only. Although the report months of October through March data, on the first prior

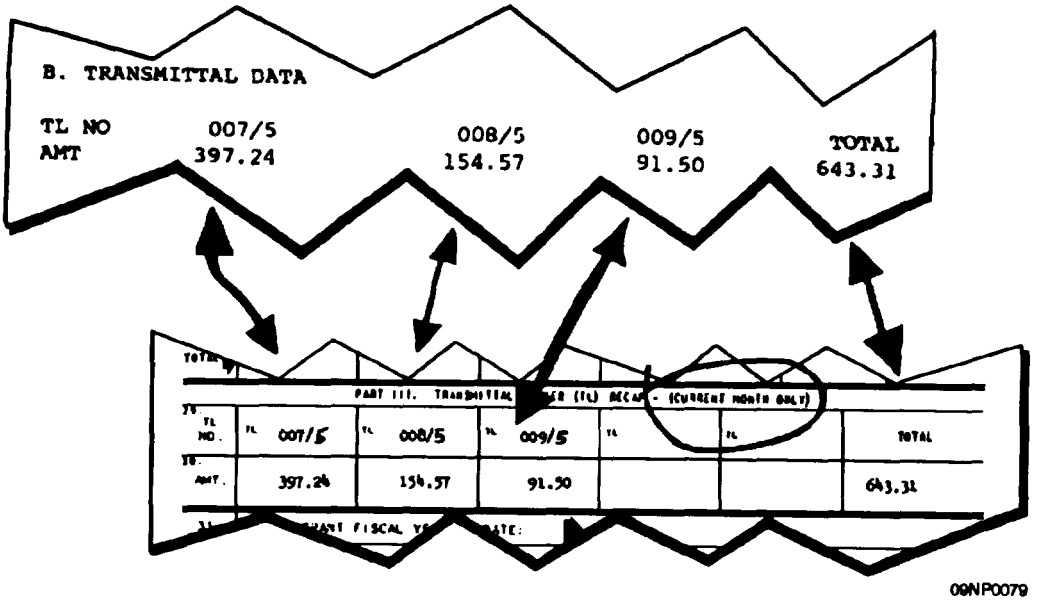


Figure 10-26.-Message OPTAR Report (subparagraph B).

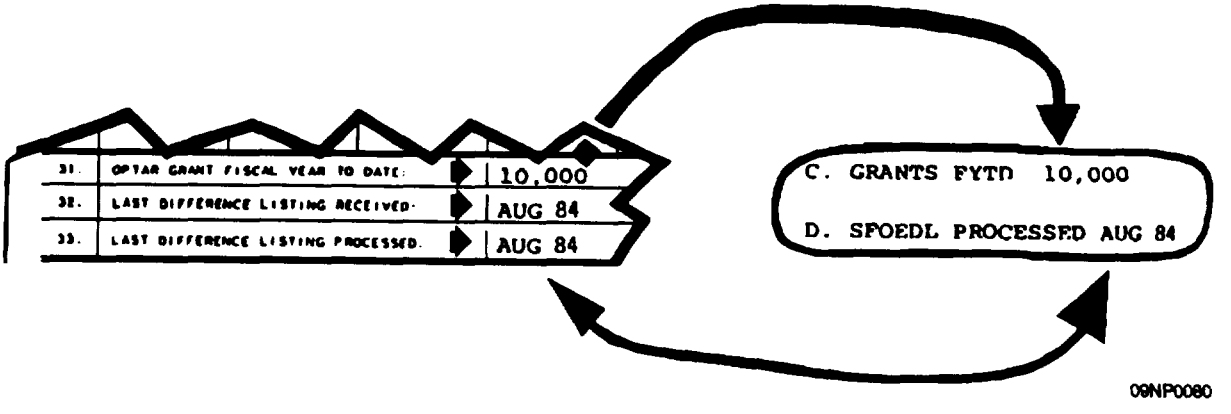

31. OPTAR GRANT FISCAL YEAR TO DATE: 10,000
32. LAST DIFFERENCE LISTING RECEIVED: AUG 84
33. LAST DIFFERENCE LISTING PROCESSED: AUG 84
C. GRANTS FYTD 10,000
D. SFOEDL PROCESSED AUG 84
09NP0080

Figure 10-27.-Message OPTAR Report (subparagraphs C and D).

year's OPTAR, are reported in paragraph 2 of the message, subparagraph F (CONSUMPTION DATA) does not apply to prior year's OPTARS. Figure 10-29 shows how the amount in blocks (17), (18), (19), and (20) of the Budget/OPTAR Report (NAVCOMPT Form 2157) is shown in subparagraph F of the message.

Subparagraph G—The type commander may direct that certain information be included in the Budget/OPTAR Report message in addition to the standard required data. If the type commander does, this information will be reported in subparagraph G (TYCOM INFO) of paragraph 1 only.

Although the report months of October through March data, on the first prior year's OPTAR, are reported in paragraph 2 of the message, subparagraph G (TYCOM INFO) does not apply to the prior year's OPTAR paragraph.

The OPTAR recordskeeper should find out from from the supply officer and the applicable type commander directive what is required to be reported in this subparagraph and write the captions below for use as a handy reference.

Paragraph 2: For the report months of October through March the Budget/OPTAR Report message will report on the first prior year's OPTAR in paragraph 2 of the message.

The first line of the second paragraph of the message identifies the prior year's funds being reported upon. This identification consists of the first three

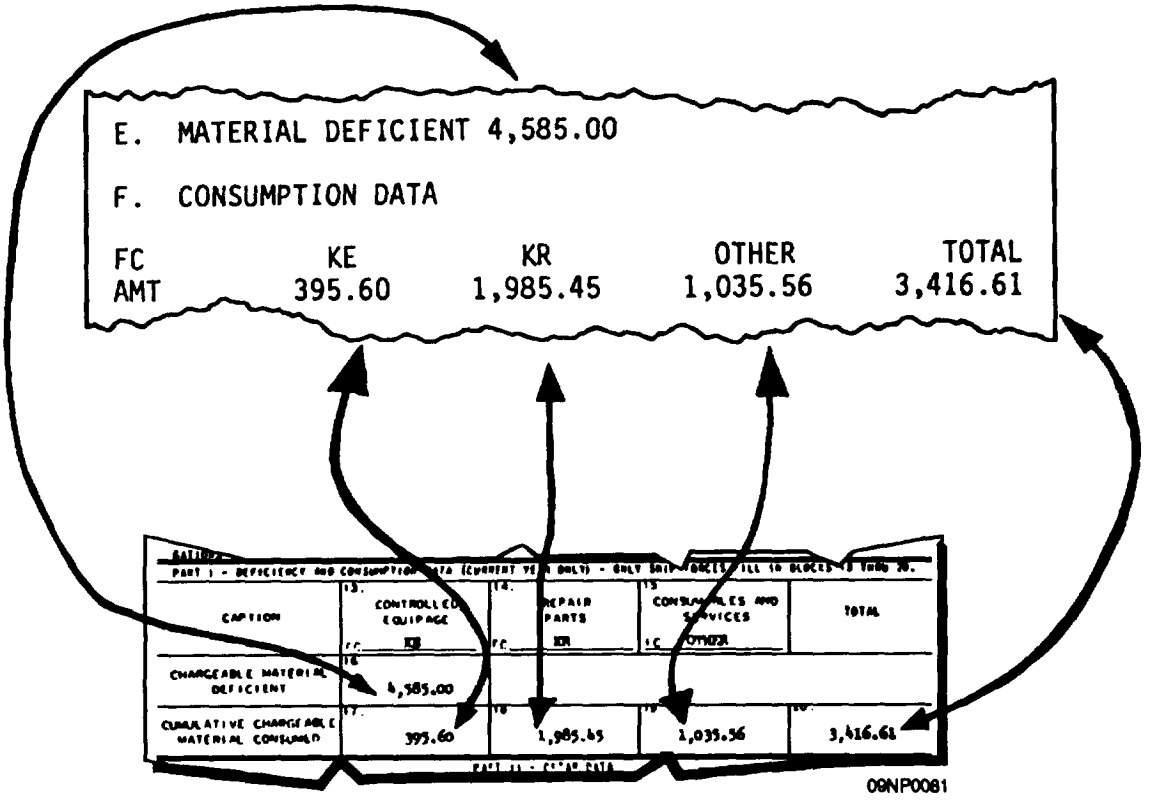


Figure 10-28.-Message OPTAR Report (subparagraphs E and F).

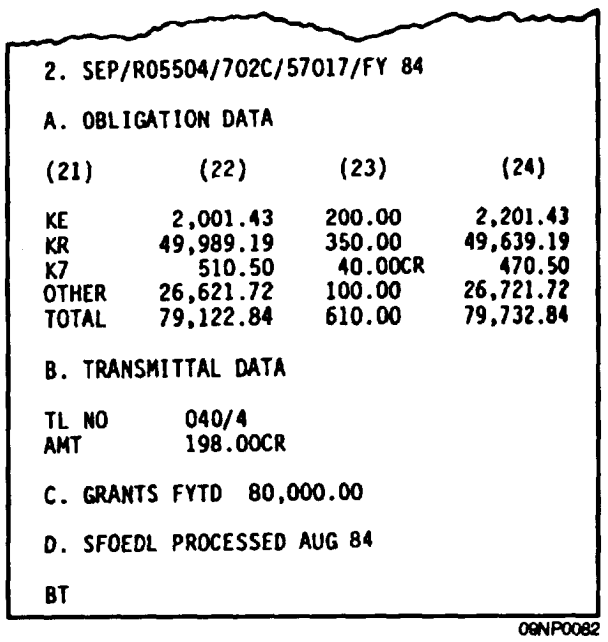


Figure 10-29.—Message OPTAR Report (paragraph 2).

letters of the month of the report, the UIC of the reporting ship, the subhead, the operating budget number (including the OB suffix if applicable), and the fiscal year.

When the first prior year's OPTAR is reported upon in paragraph 2 (i.e., for report months of October through March), only the following data will be reported:

A. OBLIGATION DATA

B. TRANSMITTAL DATA

C. GRANTS FYTD

D. SFOEDL PROCESSED

The data for these subparagraphs will be prepared in the same manner as described and illustrated for the current fiscal year's OPTAR in the preceding pages. If there was no transmittal of unfilled orders nor cancellations on a Transmittal Letter (NAVCOMPT Form 2156) in the month, subparagraph B should show "B, TRANSMITTAL DATA NONE."

Figure 10-29 shows a typical paragraph 2 of the Budget/OPTAR Report message reporting on the last prior year's OPTAR.

Message OPTAR Report verification When the OPTAR recordskeeper finishes drafting the message, it is given to the supply officer. The OPTAR recordskeeper should keep a copy of the draft. When

the ship's communications center sends a copy of the actual message to the supply office, the OPTAR recordskeeper should compare it with the draft, item for item, to make sure that the message was transmitted exactly as drafted. If there is any mistake, the OPTAR recordskeeper should bring it to the attention of the supply officer immediately. The OPTAR recordskeeper's final step is to file a correct copy of the message with the retained copy or copies of the Budget/OPTAR Report (NAVCOMPT Form 2157).

DEFENSE ACCOUNTING OFFICE LISTINGS

The DAO serves as a clearinghouse in the flow of funds and accounting data between ships and supplying activities. It matches the supplying activities' expenditure documents to the ships' chargeable unfilled orders. This matching process serves three purposes: it validates the expenditures that have been made to the supplying activities on the ship's behalf, it makes reconciliation of the DAOs and ship's accounting records possible, and it calculates "differences" or adjustments. For example, when the estimated price differs from the actual expenditure cost. Refer to NAVSO P-3073 for detailed procedures used by the DAO in processing unmatched expenditure documents.

THRESHOLD CONCEPT

To reduce the time and effort spent by OPTAR holders and the DAO in verifying transaction listing data, threshold procedures have been established. When a threshold category expenditure document does not match a corresponding unfilled order document, and the expenditure is below an established "threshold" dollar value, the DAO is authorized to lodge the charge against the OPTAR holder without a match. Such "threshold charged" expenditures are reported to the OPTAR holder as part of the "differences" by the DAO on the SFOEDL.

FILLED ORDER/EXPENDITURE DIFFERENCES

Introduction to the Summary Filled Order/Expenditure Listing: From October through March, shipboard OPTAR holders receive two Summary Filled Order/Expenditure Listings one for the current fiscal year's OPTAR and one for the last fiscal year's OPTAR. However, for the April through September report months, only one Summary Filled Order/ Expenditure Listing will be received for the "current" fiscal year's OPTAR.

The Expense Limitation and Operating Budget numbers identify the OPTAR grantor. Interpretation of these numbers can be found in the NAVSO P-3013. In figure 10-30, the OPTAR grantor is OB 57017 (COMNAVSURFPAC). The OPTAR holder number is simply the ship's unit identification code. In figure 10-30, the OPTAR holder is USS *Duarte,* a Pacific Fleet destroyer. Refer to NAVSO P-3073, for the description of each column m figure 10-30.

Posting difference totals to the OPTAR Log: When an SFOEDL is received, the OPTAR recordskeeper first posts the net difference totals shown at the end of the listing to the OPTAR Log. These amounts must be posted to the OPTAR Log exactly as they are carried on the listing, no shipboard-adjustment of these figures is allowed. Note that the difference amounts in figure 10-31 are set apart according to these "Difference" columns in the OPTAR Log. Also note that one of the difference amounts is annotated "CR" this means that this amount is to increase the OPTAR balance rather than reduce it (the OPTAR recordskeeper circles this amount or writes it in red ink when entering it in the OPTAR Log). Figure 10-31 shows how the difference totals are posted to the OPTAR Log.

Normally the OPTAR recordskeeper is not concerned with the other totals shown at the end of the listing. An explanation of these totals can be found in NAVSOP-3013.

Investigating an itemized transaction, (see figure 10-32): If the monetary difference between a filled order (an unfilled order that matched an expenditure document) and its expenditure document counterpart is over $100, the transaction is itemized on the SFOEDL. Expenditure documents over the "threshold for which the DAO has not been able to find a corresponding unfilled order in two monthly attempts are also shown on this listing with a difference equal to the entire expenditure amount. The purpose is to provide the ship an opportunity to examine these transactions in light of information held aboard ship but not at the DAO. If shipboard investigation proves the differences to be correct, the OPTAR recordskeeper need not take further action. If the differences are incorrect, the recordskeeper annotations the listing as described in the NAVSOP-3073.

The transitions itemized onthis listing fall into the following categories:

1. DIFFERENCES—a pricing difference

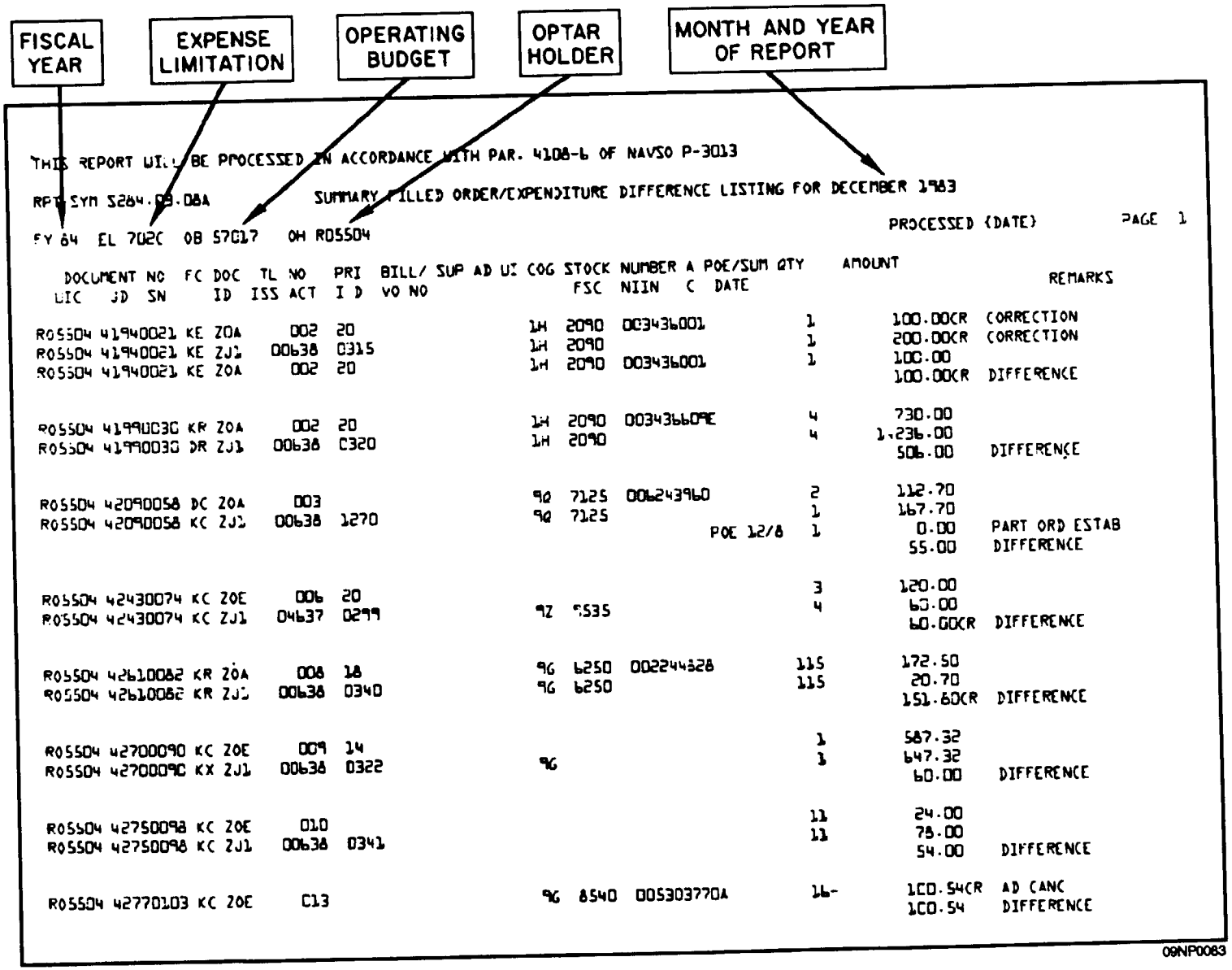


Figure 10-30.—Summary Filled Order/Expenditure Listing.

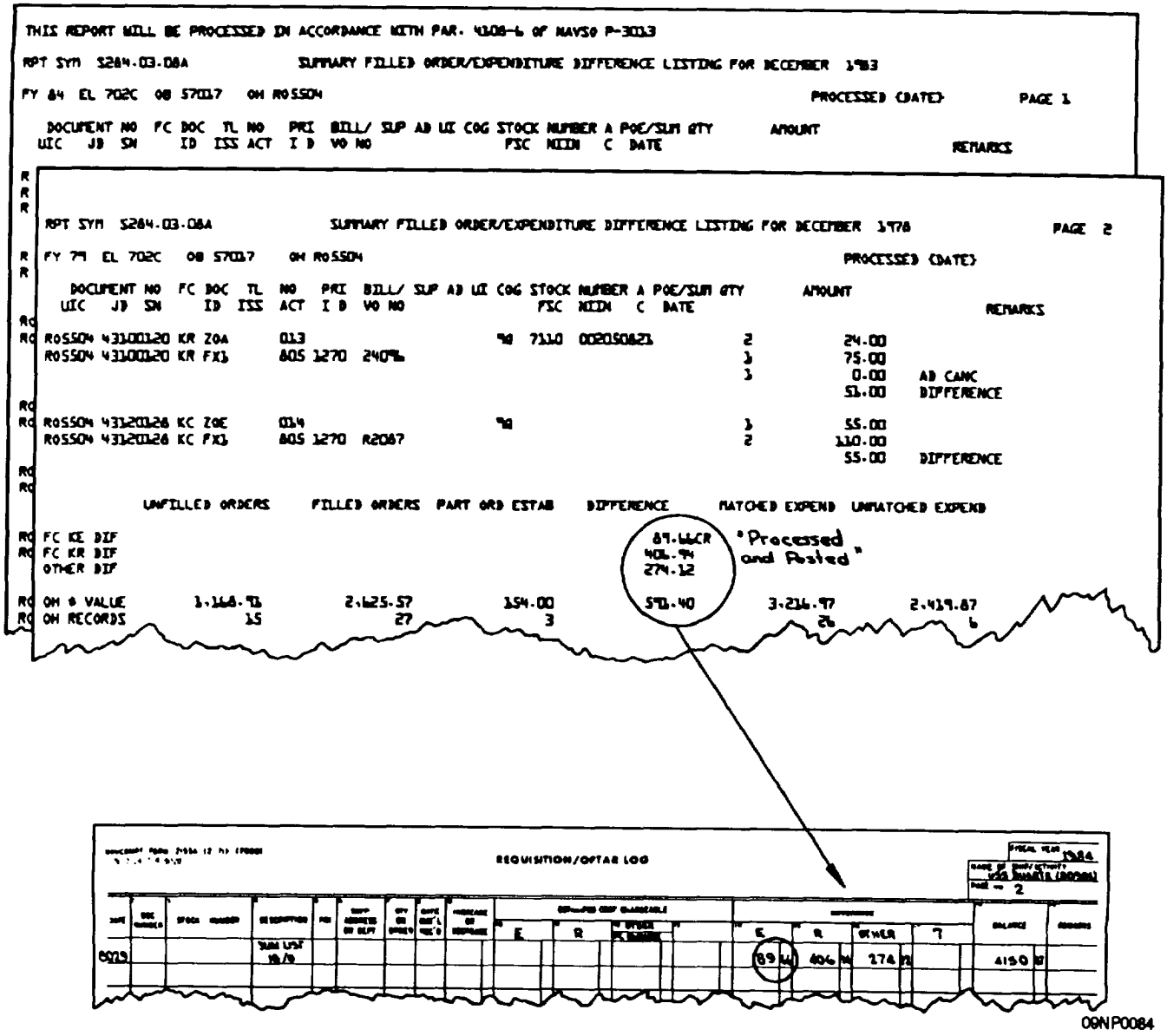

THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-6 OF NAVSO P-3013
RPT SYM S284-03-08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR DECEMBER 1983
FY 84 EL 702C 08 57017 OH ROSSON
PROCESSED (DATE) PAGE 1
DOCUMENT NO FC DOC TL NO PRI BILL/ SUF AD LI COG STOCK NUMBER A POE/SUF QTY AMOUNT
UIC JD SN ID ISS ACT I D VO NO FSC NIIN C DATE REMARKS
RPT SYM S284-03-08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR DECEMBER 1978 PAGE 2
FY 79 EL 702C 08 57017 OH ROSSON
PROCESSED (DATE)
DOCUMENT NO FC DOC TL NO PRI BILL/ SUF AD LI COG STOCK NUMBER A POE/SUF QTY AMOUNT
UIC JD SN ID ISS ACT I D VO NO FSC NIIN C DATE REMARKS
ROSSON 431001120 KR Z0A 013 7110 0020508Z1 2 24.00
ROSSON 431001120 KR FX1 805 1270 240** 3 75.00
3 0.00 AD CANC
51.00 DIFFERENCE
ROSSON 431201128 KC Z0E 014 1 55.00
ROSSON 431201128 KC FX1 805 1270 R2087 2 110.00
55.00 DIFFERENCE
UNFILLED ORDERS FILLED ORDERS PART ORD ESTAB DIFFERENCE MATCHED EXPEND UNMATCHED EXPEND
FC KE DIF
FC KR DIF
OTHER DIF
89.66CR
408.94
274.12
"Processed and Posted"
OH $ VALUE 1,168.78 2,625.57 154.00 578.40 3,216.97 2,419.87
OH RECORDS 15 27 3 26 6
REQUISITION/OPTAR LOG
FISCAL YEAR 1984
PAGE NO. 2
E R OTHER 7 BALANCE
89.66 406.94 274.12 4150.87
09NP0084

Figure 10-31.—Posting difference to the OPTAR Log.

2. PART ORD ESTAB—a difference that coincides with establishment of a partial order
3. AD CANC—a difference the results from a DAO administrative cancellation
4. NO UNF ORDER—a difference that results from a credit expenditure document
5. CORRECTION—a difference that results from a DAO correction
6. UNMATCH EXP—a difference resulting from a larger than "threshold" expenditure being charged to the OPTAR holder (with a difference equal to the expenditure amount) during the DAOs second unsuccessful monthly attempt to find a corresponding unfilled order.

Each of these categories and the OPTAR recordskeeper's actions are explained in detail in the NAVSOP-3073.

Annotating an itemized transaction, see figure 10-33. NAVSO P-3013 lists nine special codes and one catchall code with that the OPTAR recordskeeper uses to annotate invalid itemized transactions on the SFOEDL. These special codes are also discussed in the NAVSO P-3073.

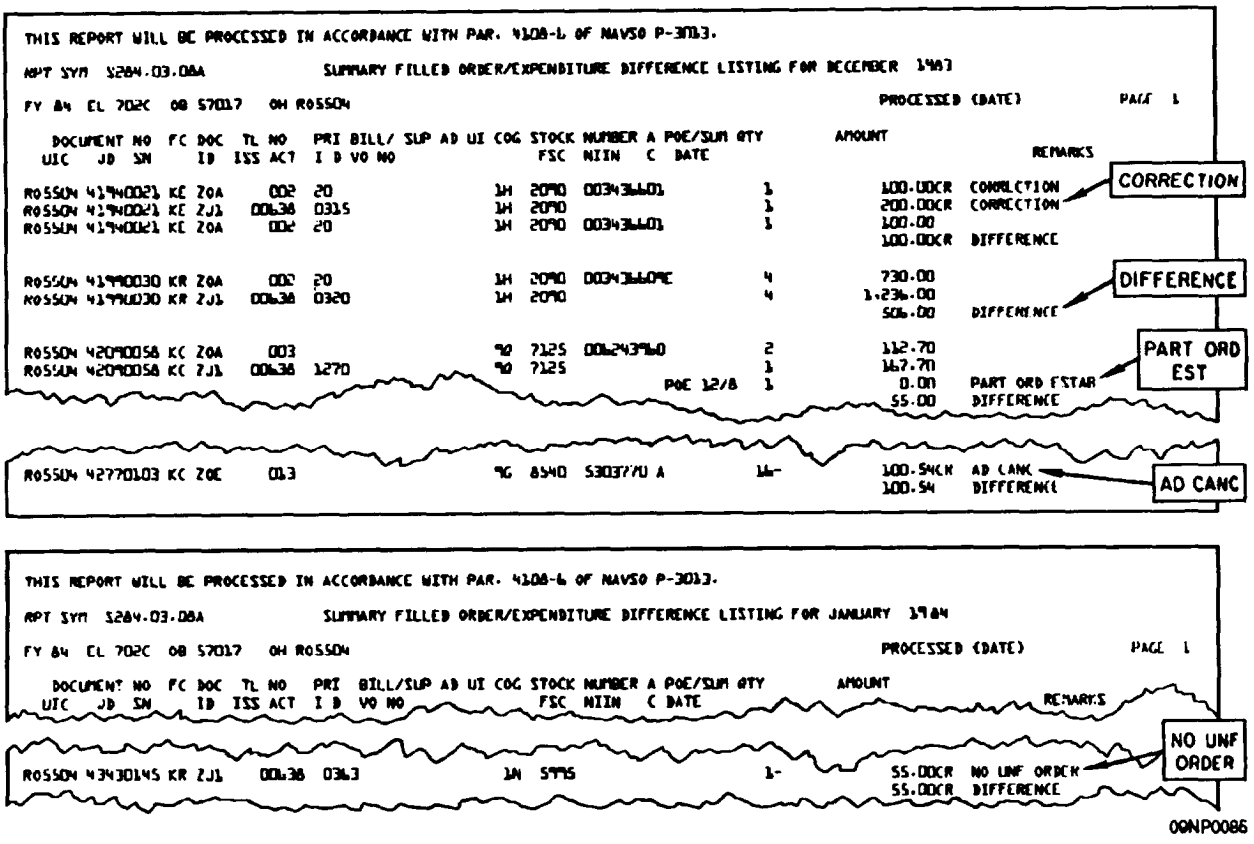

THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-6 OF NAVSO P-3013.
RPT SYM S284-03-08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR DECEMBER 1983
FY 84 EL 702C 08 S7017 OH R05504
PROCESSED (DATE) PAGE 1
DOCUMENT NO UIC JD SN
FC DOC ID
TL NO ISS ACT
PRI I
BILL/ SUP VO NO
AD UI
COG
STOCK NUMBER FSC NIIN
A C
POE/SUM QTY DATE
AMOUNT
REMARKS
R05504 41940021 KE Z0A 002 20 1H 2090 00343660L 1 100.00CR CORRECTION
R05504 41940021 KE ZJ1 00638 0315 1H 2090 1 200.00CR CORRECTION
R05504 41940021 KE Z0A 002 20 1H 2090 00343660L 1 100.00
100.00CR DIFFERENCE
CORRECTION
R05504 41990030 KR Z0A 002 20 1H 2090 00343660E 4 730.00
R05504 41990030 KR ZJ1 00638 0320 1H 2090 4 1,236.00
506.00 DIFFERENCE
DIFFERENCE
R05504 42090058 KC Z0A 003 9Q 7125 00624396D 2 112.70
R05504 42090058 KC ZJ1 00638 1270 9Q 7125 1 167.70
POE 12/8 1 0.00 PART ORD ESTAB
55.00 DIFFERENCE
PART ORD EST
R05504 42770103 KC Z0E 013 9G 8540 5303770 A 1A- 100.54CR AD CANC
100.54 DIFFERENCE
AD CANC
THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-6 OF NAVSO P-3013.
RPT SYM S284-03-08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR JANUARY 1984
FY 84 EL 702C 08 S7017 OH R05504
PROCESSED (DATE) PAGE 1
DOCUMENT NO UIC JD SN
FC DOC ID
TL NO ISS ACT
PRI I
BILL/SUP VO NO
AD UI
COG
STOCK NUMBER FSC NIIN
A C
POE/SUM QTY DATE
AMOUNT
REMARKS
R05504 43430145 KR ZJ1 00638 0363 1H 5995 1- 55.00CR NO UNF ORDER
55.00CR DIFFERENCE
NO UNF ORDER
09NP0086

Figure 10-32.-Investigation of an itemized transaction.

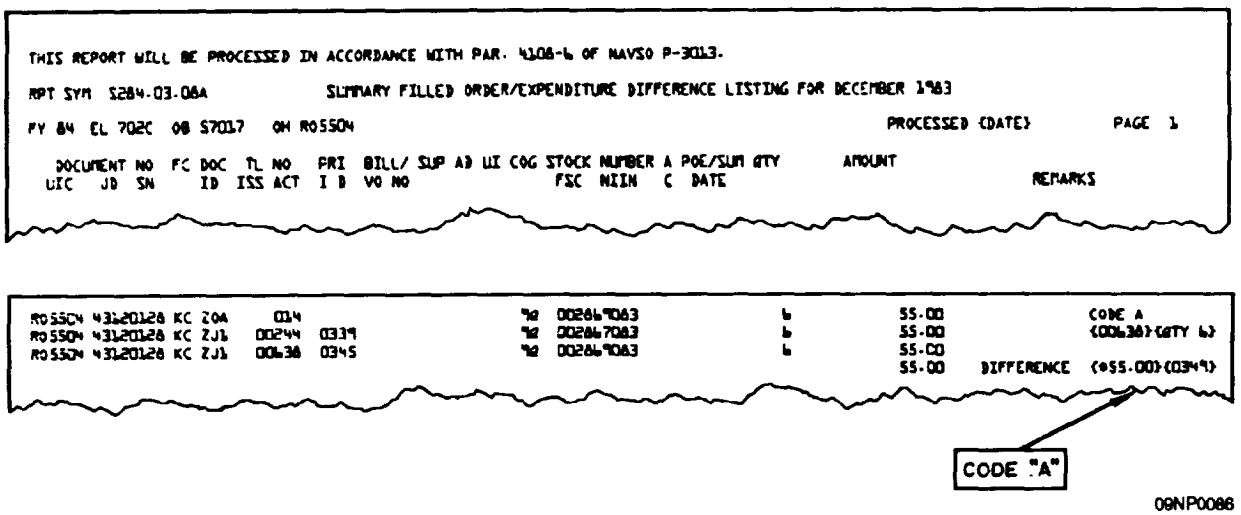

THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-6 OF NAVSO P-3013.
RPT SYM S284-03-08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR DECEMBER 1983
FY 84 EL 702C 08 S7017 OH R05504
PROCESSED (DATE) PAGE 1
DOCUMENT NO UIC JD SN
FC DOC ID
TL NO ISS ACT
PRI I
BILL/ SUP VO NO
AD UI
COG
STOCK NUMBER FSC NIIN
A C
POE/SUM QTY DATE
AMOUNT
REMARKS
R05504 43120128 KC Z0A 014 9Q 00286Y083 6 55.00 CODE A
R05504 43120128 KC ZJ1 00244 0339 9Q 00286Y083 6 55.00 (00638) (QTY 6)
R05504 43120128 KC ZJ1 00638 0345 9Q 00286Y083 6 55.00
55.00 DIFFERENCE (@$5.00) (0345)
CODE "A"
09NP0086

Figure 10-33.—Annotation of an itemized transaction.

An example of a special code “A” annotation: The OPTAR recordskeeper’s investigation indicates that the transition illustrated in figure 10-33 is invalid because a duplicate charge has been made for a single shipment. The OPTAR recordskeeper first circles the difference amount of the invalid transaction. To describe the error the recordskeeper then writes “Code A“ in the “Remarks” column alongside the invalid transaction. Code A is the shorthand version of this description “Duplicate charge; material received from (UIC of the activity), quantity (QTY), amount **($),** on (Julian date). No duplicate shipment nor supply status indicating

additional shipment received." To complete the "Code A" annotation, the OPTAR recordskeeper writes the unit identification code (UIC) of the supplying activity, the quantity received, the total price of the receipt document, and the Julian date of receipt aboard ship in the format of the annotation illustrated in figure 10-33.

Filling the processed listing: An original and one copy of the SFOEDL are sent to the ship. The posting of the difference totals to the OPTAR Log and the processing of the itemized transactions on the listing must be completed within 10 days after the receipt of the listing. The OPTAR recordskeeper's final entry on the listing is the notation "processed and Posted," which is written adjacent to the difference totals, figure 10-32. The OPTAR recordskeeper should ensure that all entries on the original of the listing are accurately transcribed to the copy. The copy of the listing is retained aboard ship until the OPTAR to which it applies lapses.

Threshold Charges Addendum: The unmatched expenditure that had a valueless than "threshold" and were "threshold charged" to the OPTAR holder in the reconciliation process are itemized on an addendum to the SFOEDL. See figure 10-34—the "differences" shown for each of these expenditures are included in the total of differences at the end of the SFOEDL. The "threshold charges" addendum portion of the SFOEDL is provided for information only. It is not required to be Processed or reviewed by the OPTAR recordskeeper. These threshold charged expenditures will not be subject to challenge.

A recapitulation of SFOEDL: When processing an SFOEDL, keep the following items in mind:

1. The difference totals must be posted to the OPTAR Log in the exact same amounts shown on the listing.
2. The money value of an expenditure document is more likely to be correct than that of its filled order counterpart especially if there is a difference of $500 or more.
3. Nonreceipt of requisitioned material is not a valid reason for rejecting an itemized transition.
4. Most of the actions of an itemized transaction will require additional entries and/or documentation (use the chart illustrated in figure 10-35 as a handy reference to check your work).
5. This listing must reprocessed within 10 days of its receipt aboard ship.
6. When the processing of the listing is completed, the listing must be annotated "Processed and Posted" adjacent to the difference total.

RPT SYM S284-03-08A THRESHOLD CHARGES FOR DECEMBER 1978 - PROVIDED FOR INFORMATION ONLY

FY 84 EL 702C 08 57017 OH R05504 PROCESSED 01/23/84 PAGE 3

DOCUMENT NO UIC JL SN	FC	DOC ID	TL ISS	NO ACT	PRI I D	BILL/ SUP VO NO	AD	UI	COG	STOCK NUMBER FSC NIIN	A C	POE/SUM DATE	QTY	AMOUNT	REMARKS
R05504 41980026	KR	ZJ1	00445	0225			EA	1H				09/8		24.00	NO UNF ORDER
														24.00	DIFFERENCE
R05504 42060047	KE	ZJ1	00445	0231			PR	1N				09/8		4.20	NO UNF ORDER
														4.20	DIFFERENCE
R05504 42350061	KR	ZJ1	00445	0250			EA	1H				10/8		38.00	NO UNF ORDER
														38.00	NO UNF ORDER
R05504 42630085	KC	ZJ1	00445	0277			HD	9N				11/8		3.00	NO UNF ORDER
														3.00	DIFFERENCE

TOTAL DOLLAR VALUE (INCLUDED IN DIFFERENCE TOTAL ON PRIOR PAGE) 69.20

NO NAVSO P-3013 PROCESSING REQUIRED - DETACH AND DO NOT RETURN THIS PAGE TO THE FLEET ACCOUNTING OFFICE.

09NP0147

Figure 10-34.-Threshold Charges Addendum.

CODE	UIC OF THE SUPPLYING ACTIVITY	QUANTITY	AMOUNT SHOWN ON RECEIPT DOCUMENT	JULIAN DATE OF RECEIPT	COPY OF RECEIPT DOCUMENT	DOCUMENT NUMBER	UNFILLED ORDER AMOUNT	TRANS-MITTAL TL#	FUND CODE & UIC	AMOUNT & DATE SHOWN ON SUPPLY CANCEL-LATION
A	X	X	X	X						
B					X					
C						X	X	X		
D									X	
E								X		
F								X		
G	ONLY "CODE G" ANNOTATION REQUIRED									
H	X	X								X
I	ONLY "CODE I" ANNOTATION (AND UNFILLED ORDER ADMINISTRATIVE CANCELLATION) REQUIRED									
J	DATA REQUIRED DEPENDS UPON SITUATION									

09NP0087

Figure 10-35.-Information/documents required with the use of SFOEDL annotation codes.

Aged Unfilled Order Listing (AUOL)

Role of the Defense Accounting Office: One of the situations that can develop from the DAO's matching process is the failure to find the expenditure document counterpart to an unfilled order. (Unfilled orders are 1348 green copies and other Holding File 1 documents that have been transmitted by the ships to the DAO.) Such untilled orders are held in the DAOs files, pending their cancellation by the ship or their subsequent matching to an expenditure document. After 120 days on file, these unfilled orders are itemized on the AUOL. This listing is sent by the DAO to each ship on a quarterly basis.

Introduction to the AUOL: Over the entire year the OPTAR recordskeeper maintains the Requisition/ OPTAR Log (NAVCOMPT Form 2155) to use in posting material receipts and processing supply system cancellations on the "current" fiscal year's OPTAR, the last fiscal year's OPTAR, and the fiscal year before last's OPTAR. However, from April through September the OPTAR recordskeeper will actively maintain only one OPTAR Log and will receive OPTAR holder listings; e.g., SFOEDL, AUOL, on only that one OPTAR the "current" fiscal year's OPTAR. From October through March the OPTAR recordskeeper actively maintains two Requisition/OPTAR Logs and receives OPTAR holder listings on two separate OPTARs, one being the "current" fiscal year's OPTAR and the other the last fiscal year's OPTAR. The chart illustrated in figure 10-36 shows how many and which AUOLs the OPTAR recodskeeper will receive for each of the quarters.

As shown in figure 10-37, the OPTAR to which an AUOL pertains is indicated by the fiscal year entry. The Expense Limitation and Operating Budget numbers identify the OPTAR grantor. Interpretation of these numbers can be found in the *Financial Management of Resources (Operating Forces) Handbook*. The OPTAR holder number is simply the ship's service designator code and unit identification code. In the illustration below, the OPTAR holder is USS *Duarte,* a Pacific Fleet destroyer. For a description of the AUOL column by column, refer to NAVSO P-3073.

Processing an itemized AUOL: The OPTAR recordskeeper's first step is to determine the completion status of the requisitions related to the unfilled orders on the AUOL. In making this determination, the recordskeeper should first compute the date of 60th day

AGED UNFILLED ORDER LISTINGS

TO BE RECEIVED BY OPTAR RECORDSKEEPER

	FOR THE QUARTERS ENDING			
	DECEMBER	MARCH	JUNE	SEPTEMBER
"Current" Fiscal Year's OPTAR	NO	YES	YES	YES
Last Fiscal Year's OPTAR	YES	YES	NO	NO
Fiscal Year Before Last's OPTAR	NO	NO	NO	NO
Total Received For the Quarter	1	2	1	1

09NP0088

Figure 10-36.-Listings to be received.

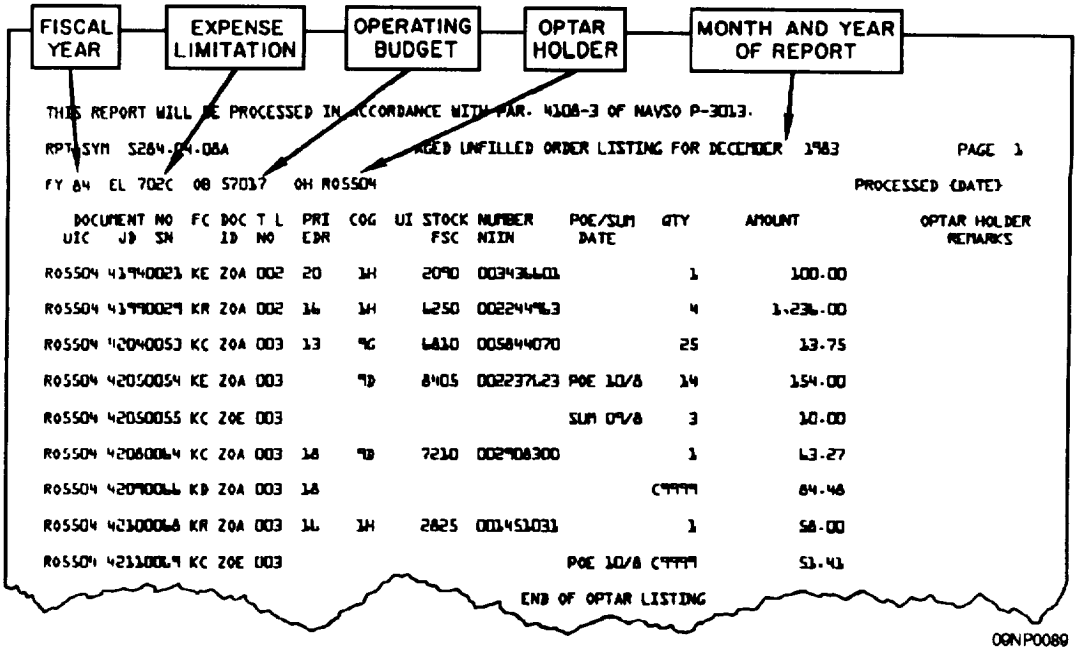

FISCAL YEAR
EXPENSE LIMITATION
OPERATING BUDGET
OPTAR HOLDER
MONTH AND YEAR OF REPORT
THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-3 OF NAVSO P-3013.
RPT SYM S284-04-08A
AGED UNFILLED ORDER LISTING FOR DECEMBER 1983
PAGE 1
FY 84 EL 702C 08 57017 0H R05504
PROCESSED (DATE)
DOCUMENT NO UIC JD SN
FC
DOC ID
T L NO
PRI EDR
COG
UI
STOCK NUMBER FSC NIIN
POE/SUM DATE
QTY
AMOUNT
OPTAR HOLDER REMARKS
R05504 41940021 KE Z0A 002 20 1H 2090 003436601 1 100.00
R05504 41990029 KR Z0A 002 16 1H 4250 002244963 4 1,236.00
R05504 42040053 KC Z0A 003 13 9G 6810 005844070 25 13.75
R05504 42050054 KE Z0A 003 9D 8405 002237123 POE 10/8 14 154.00
R05504 42050055 KC Z0E 003 SUM 09/8 3 10.00
R05504 42060064 KC Z0A 003 18 9D 7210 002908300 1 43.27
R05504 42090066 KD Z0A 003 18 C9999 84.48
R05504 42100068 KR Z0A 003 1L 1H 2825 001451031 1 58.00
R05504 42110069 KC Z0E 003 POE 10/8 C9999 51.41
END OF OPTAR LISTING
09NP0089

Figure 10-37.—Aged Unfilled Order Listing.

preceding the listing's "Processed" date. (For the purposes of this publication, assume the "Processed" date of the listing illustrated in figure 10-38 is 23 January 1984.)

The OPTAR recordskeeper then checks the "Date Mat'l Rec'd" column of the corresponding OPTAR Log entries. At this point the recordskeeper can divide the unfilled orders into three categories:

1. those with corresponding requisitions that have not been completed,
2. those with corresponding requisitions that have been completed 60 days or less before the listing's "Processed" date, and
3. those with corresponding requisitions that have been completed more than 60 days before the listing's "Processed" date.

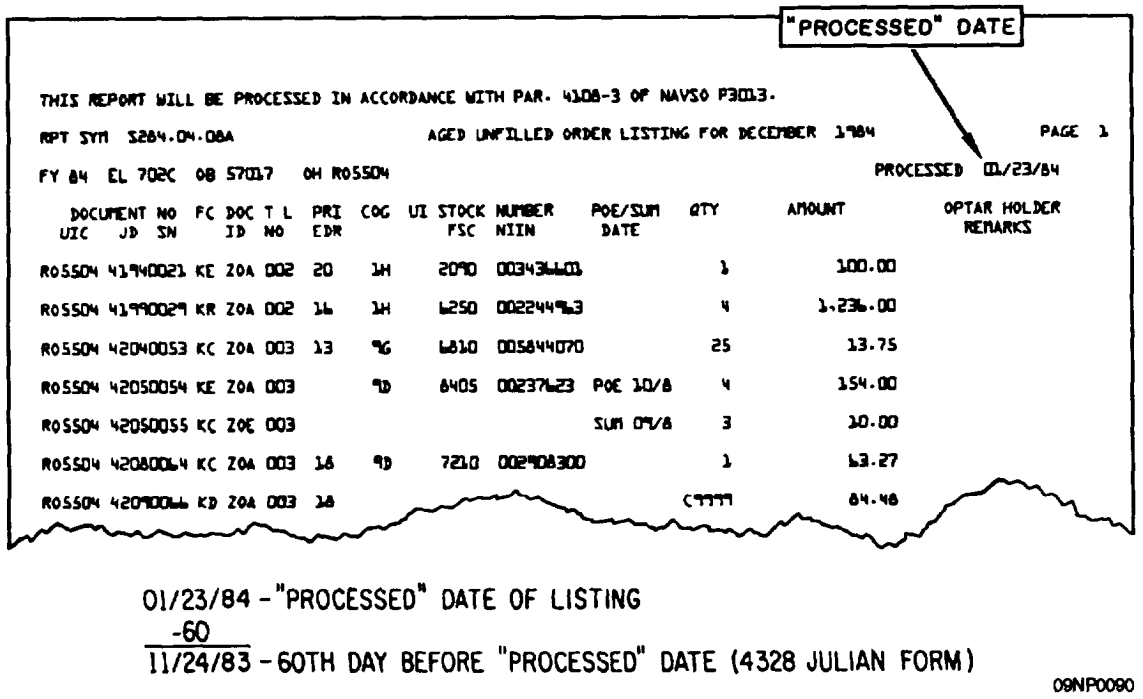

"PROCESSED" DATE
THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-3 OF NAVSO P3013.
RPT SYM S284.04-08A
AGED UNFILLED ORDER LISTING FOR DECEMBER 1984
PAGE 1
FY 84 EL 702C 08 57017 OH R05504
PROCESSED 01/23/84
DOCUMENT NO UIC JD SN
FC DOC ID
T L NO
PRI EDR
COG
UI
STOCK NUMBER FSC NIIN
POE/SUM DATE
QTY
AMOUNT
OPTAR HOLDER REMARKS
R05504 41940021 KE Z0A 002 20 1H 2090 003436601 1 100.00
R05504 41990029 KR Z0A 002 16 1H 6250 002244963 4 1,236.00
R05504 42040053 KC Z0A 003 13 96 6810 005844070 25 13.75
R05504 42050054 KE Z0A 003 9D 8405 002376Z3 POE 10/8 4 154.00
R05504 42050055 KC Z0E 003 SUM 09/8 3 10.00
R05504 42080064 KC Z0A 003 16 9D 7210 002908300 1 63.27
R05504 42090066 KD Z0A 003 16 (7777 84.48
01/23/84 - "PROCESSED" DATE OF LISTING
-60
11/24/83 - 60TH DAY BEFORE "PROCESSED" DATE (4328 JULIAN FORM)
09NP0090

Figure 10-38.—Processing an itemized Aged Unfilled Order.

Figure 10-39 shows the requisition completion status of the unfilled orders itemized on the listing illustrated in figure 10-37.

Unfilled orders that have been completed more than 60 days before the listing's 'Processed" date (that is, unfilled orders in the third category described on the preceding page) are discussed in NAVSO P-3073.

Preparation of an unfilled order adjustment document: When the OPTAR recordskeeper prepares an unfilled order adjustment document, the green copy of a 1348 must be annotated with:

1. the unit identification code (UIC) and name of the DAO in block A;
2. the ship's UIC and name in block B;
3. "AC1" in block 1;
4. the stock number in blocks 4 and 5;
5. the unit of issue in block 7;
6. the quantity in block 8;
7. the document number in blocks 9, 10, 11, and 12;
8. the fund code in block 17;
9. the cognizance symbol in block 18;
10. the Issue Priority Designator (IPD) in block 20;
11. the unit price in block T;
12. the total price (that is, the amount being canceled in block U); and
13. "ADMINISTRATIVE CANCELLATION ABOVE THRESHOLD" in the "Remarks" section

The unfilled order adjustment document, when completed, is placed in the Holding File 2 for the corresponding fiscal year.

Confirmed cancellations: If the OPTAR recordskeeper decides to record the "AD CANC" on the List of Continued Cancellations that is kept in Holding File 2, that list must be annotated in the manner illustrated in figure 10-40.

Filing the AUOL: Processing of the AUOL must be completed within 20 days after the receipt of the listing aboard ship.

A Summary of AUOL: When processing an AUOL, refer to a checkoff list such as the one illustrated in figure 10-41.

REPORTING MATERIAL TRANSFERS

Each month the value of material transfers (excluding material turned into stores ashore for credit, and ship's fuel) to other operating force units and shore activities must be summarized in order to effect the necessary appropriation, subhead, operating budget,

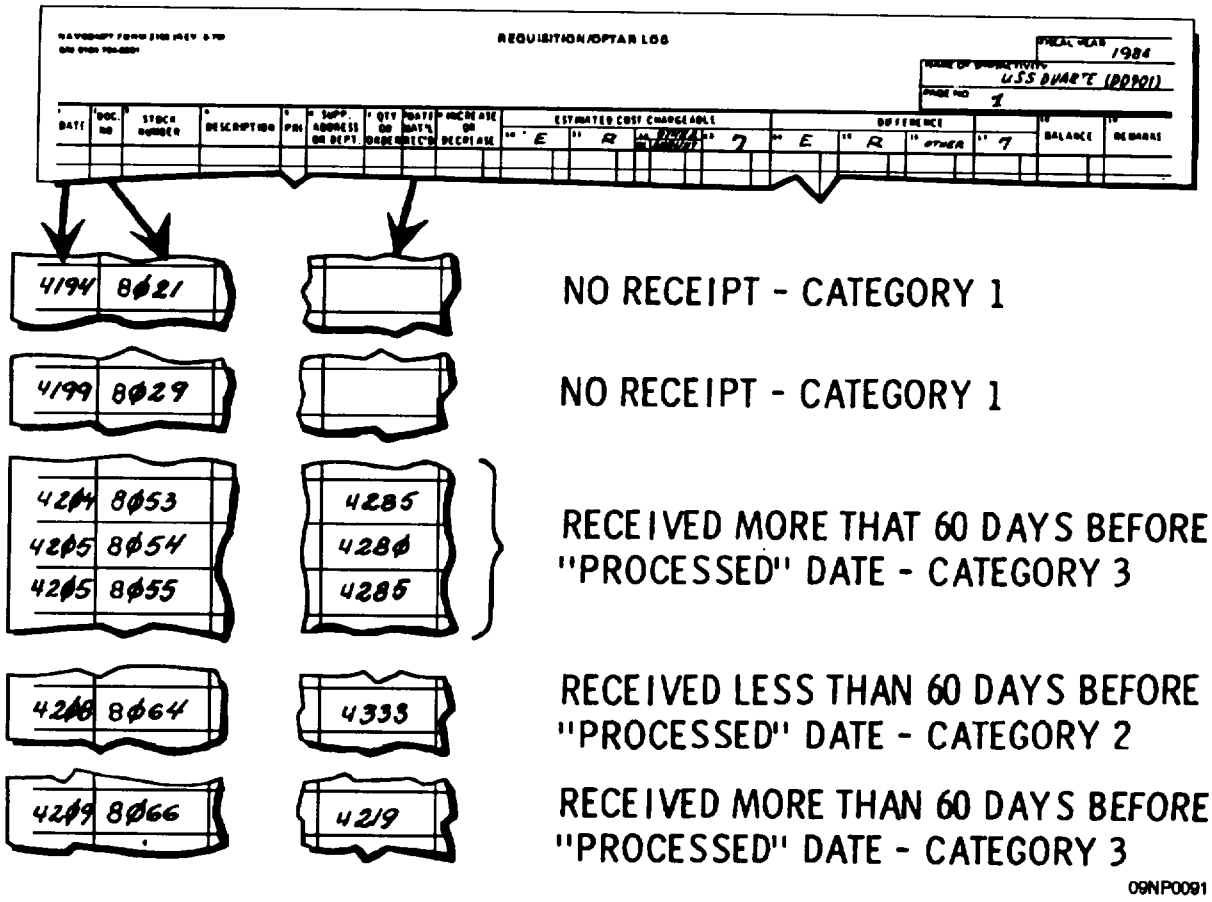


Figure 10-39.-Processing an itemized unfllled order.

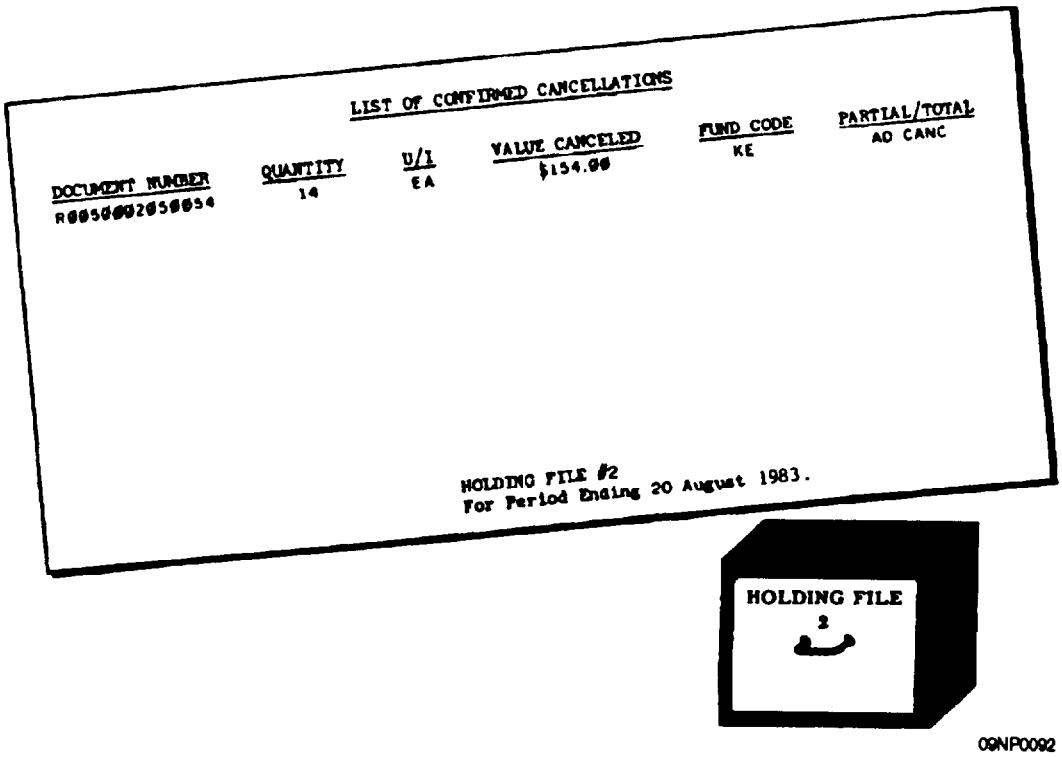


Figure 10-40.-Listing of confirmed cancellations.

AGED UNFILLED ORDER CHECKOFF LIST

1. A Characteristic true of all administratively cancelled unfilled orders is that their corresponding requisitions were completed 60 days before the listing's "Processed" date.

2. The money value of "below threshold" administrative cancellations is refunded to the ship on a subsequent Summary Filled Order/Expenditure Listing the OPTAR balance is not immediately increased.

3. The money value of "above threshold" administrative cancellations increases the OPTAR balance immediately, in contrast to "below threshold" administrative cancellations.

4. The Aged Unfilled Order Listing must be processed within 10 days of its receipt aboard ship.

Figure 10-41.—Aged Unfilled Order processing checkoff list.

and cost accounting adjustments. The Summary of Material Receipts/expenditures, (NAVCOMPT Form 176) or automated format, is prepared and submitted by the 5th of each month following the month in which the transfers were made. An example of a prepared "Summary" is shown in figure 10-42.

A separate report must be made for each type summary explained in the following paragraphs. Each summary must be substantiated with the original or legible copy of each invoice (DD Form 1348, DD Form 1348-1, DD Form 1149, or detailed automated listing), grouped and taped by operating budget, unit identification code charged, and fund code.

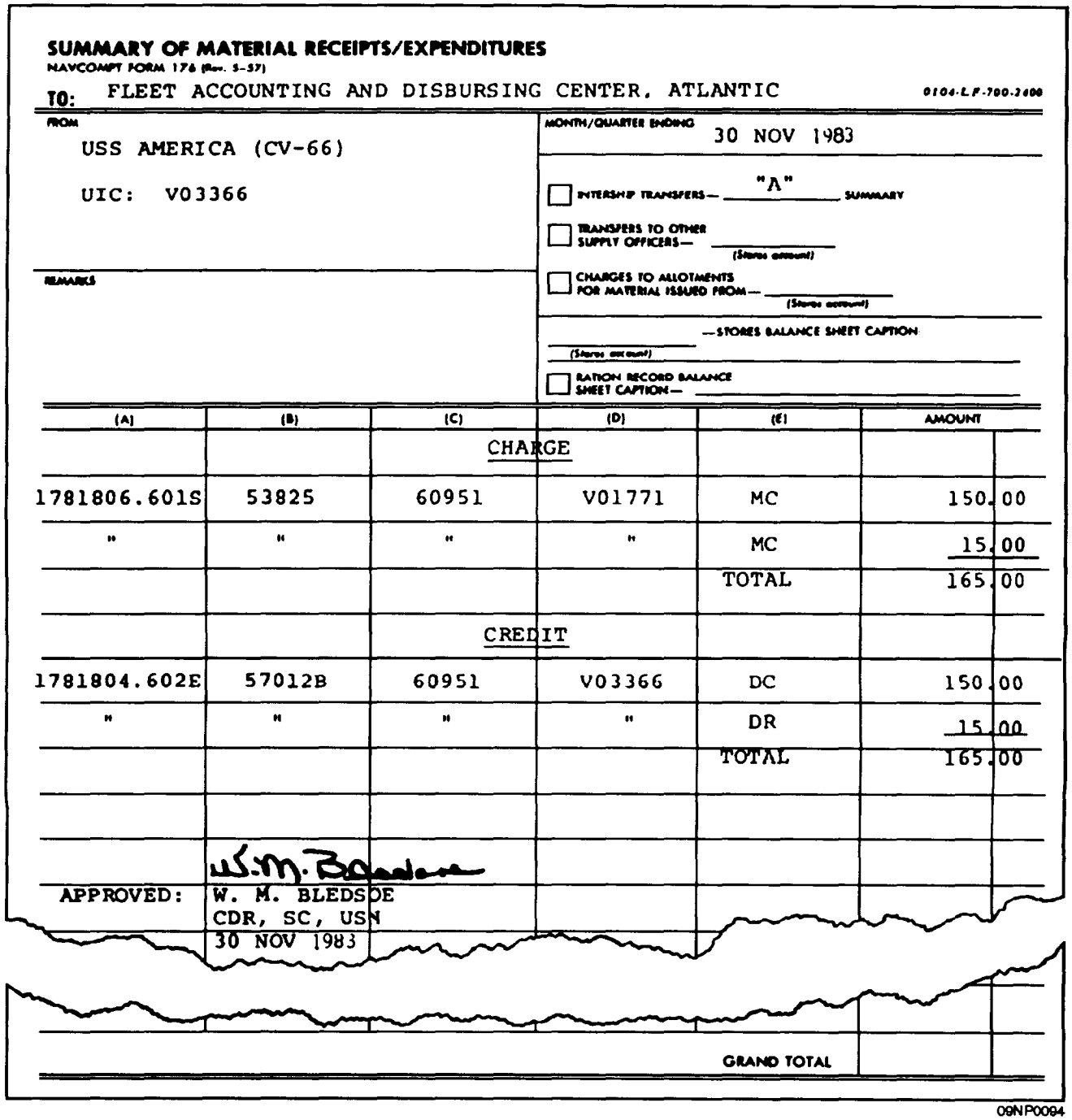
SHIP'S MATERIAL AND COST TRANSFERS

The A and B Summaries apply to ship's material and cost transfers. The original summary with substantiating documents is submitted to the servicing DFAS.

The A Summary

The A Summary is used to effect funded (chargeable) adjustments between appropriations, subheads, and operating budgets. Or between operating budgets within an appropriation and subhead. The A Summary credits are applied to the type commander by the DAO. Examples of transactions reportable on the A Summary are:

- Issues of chargeable-type ship's material to ships of other fleets (Service Designator Code differs), type commander (first position of fund code differs), or other Five Year Defense Program (third position of subheasd differs).
- Issues of chargeable-type ship's material to an operating budget funding other requirements, such as aviation operations and maintenance.
- Transfer of the material cost of repairs of other vessels (ROV) from a tender, repair ship, or equivalent command to a ship which is assigned to a different fleet, and/or a different Five Year Defense Program.
- Transfer of the material cost of ROV performed for CNO area coordinators, sea frontier commands, and other activities.
- Material, services, or repair to ships funded under the Military Assistance Program.
- Transfer of ship's end-use material to a reimbursable work order.



SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES
NAVCOMPT FORM 176 (Rev. 5-57)

TO: FLEET ACCOUNTING AND DISBURSING CENTER, ATLANTIC

0104-LF-700-2600

FROM
USS AMERICA (CV-66)

UIC: V03366

MONTH/QUARTER ENDING 30 NOV 1983

☐ INTERSHIP TRANSFERS — "A" SUMMARY

☐ TRANSFERS TO OTHER SUPPLY OFFICERS — _____ (Stores account)

☐ CHARGES TO ALLOTMENTS FOR MATERIAL ISSUED FROM — _____ (Stores account)

REMARKS

— STORES BALANCE SHEET CAPTION

_____ (Stores account)

☐ RATION RECORD BALANCE SHEET CAPTION — _____

(A)	(B)	(C)	(D)	(E)	AMOUNT
		CHARGE			
1781806.601S	53825	60951	V01771	MC	150.00
"	"	"	"	MC	15.00
				TOTAL	165.00
		CREDIT			
1781804.602E	57012B	60951	V03366	DC	150.00
"	"	"	"	DR	15.00
				TOTAL	165.00
	W. M. Bledsoe				
APPROVED:	W. M. BLEDSOE				
	CDR, SC, USN				
	30 NOV 1983				
				GRAND TOTAL	

09NP0094

Figure 10-42.-ThE A Summary, NAVCOMPT Form 176.

The B Summary

The B Summary is used to effect statistical accounting adjustments (nonchargeable) between appropriation accounting classifications, including adjustments between unit identification codes. Examples of transactions reportable on the B Summary are:

- Issues of chargeable-type ship's material to ships of the same type command and Five Year Defense Program/budget activity. (Service Designator Code and first position of fund code on requisition and expenditure documents are the same.)
- Trasfer of the cost of material used in ROV performed for ships within the same fleet and

Five Year Defense Program of the tender, repair ship, or equivalent command.

- Type commander centrally procured material distributed to individual ships and units.

AVIATION MATERIAL AND COST TRANSFERS

Aviation material and cost transfer summaries are designated as the C and D Summaries. Only the C Summary has general shipboard applications. The original C Summary is submitted to the servicing DFAS with copies of the transfer documents.

The C Summary

The C Summary is used to effect adjustments between appropriations, subheads, and operating budgets, or between operating budgets within an appropriation and subhead. Generally, transactions reportable on the C Summary are issues and transfers of chargeable-type aviation material to ship's use.

PREPARATION OF SUMMARIES

Summaries are prepared by the transferring activity. The heading of the Summary of Material Receipts/Expenditures (NAVCOMPT Form 176) shows the submitting activity, accounting period covered, and the type of summary. Columnar entries are illustrated in figure 10-42.

EFFECT OF TRANSFERS ON THE OPTAR

When you receive material from other ships, you must determine whether the requisition will result in a charge to your ship's OPTAR.

Transfers of material between ships under the same TYCOM and Five Year Defense Program/Budget Activity do not reduce the OPTAR balance since this material has already been charged to the TYCOM operating budget at the time it was issued to the transferring ship. OPTAR adjustments may be authorized in these cases by the TYCOM, and if so, the procedures are contained in TYCOM instructions.

Transfers of material between ships under different TYCOMs or a different Five Year Defense Program/Budget Activity do result in a decrease in the OPTAR balance of the receiving ship. The A Summary serves to transfer the charge from the transferring ship's TYCOM to the receiving ship's TYCOM. The transfer does not result in an OPTAR increase for the transferring ship unless such an increase is specifically authorized by the TYCOM.

Credits

The accounting data creditable is entered below the chargeable data under column headings.

CHAPTER 11

AUTOMATED SUPPLY

With the ever-increasing use of automatic data processing (ADP), it is inevitable that the Navy adapt as many of its tedious and time-consuming tasks as possible to automated procedures. In fact, the recording and reporting discussed in the preceding chapters can, to some degree, be accomplished by punched cards, magnetic tapes, and bar codes.

This chapter discusses the more common applications of automatic data processing with regard to supply procedures. You are not expected to become a Data Processing Technician, but since you will undoubtedly work with some form of automated supply during your time in the Navy, it is to your advantage to understand the principles involved. You will be concerned primarily with the Shipboard Uniform Automated Data Processing System (SUADPS), Shipboard Uniform Automated Data Processing System-Aviation (SUADPS-AV), and the Shipboard Nontechnical ADP Programs (SNAP I and II).

DATA PROCESSING TERMS

The growth of data processing has resulted in a vocabulary peculiar to that field. It is necessary that you understand a few of the basic terms as you study this chapter.

EAM—Electric Accounting Machine has the capability to perform specific jobs. Each operation must be controlled by an Operator. The machine reads input from punched cards, performs arithmetic computations much like a desk calculator, and produces output in the form of listings and/or punched cards.

EDP—Electronic Data Processing uses electronic circuitry (computers) to accept input from punched cards, magnetic tapes, scanners, or typewriter keyboards. They perform computations at very high speeds, store and retrieve data, and produce output in the form of punched cards, listings, and/or magnetic tapes.

ADP—Automatic Data Processing is a term for electronic data processing. Actually it is more inclusive, covering both EDP and EAM. Current emphasis is on computerized equipment. With the use of optical scanners it is possible to have an ADP system without the use of punched cards. However, you should understand that ADP can and does include both.

BAR CODE—A bar code, called 3-of-9, can be read by a scanner and is used in ADP. This code is similar to the Universal Product Code (UPC) used on grocery items. However, unlike the UPC, 3-of-9 can represent more than just numbers. Figure 11-1 is an example of a bar code label for an NSN.

INPUT—The data that is fed into an automated system.

OUTPUT—The end result of input and machine instructions that is produced in usable form (cads, printouts, etc.).

All EAM/ADP operations must be covered by detailed, step-by-step instructions to achieve the desired results. The instructions for EAM operations are referred to as PROCEDURES. They are divided into separate steps that an operator must apply to each machine by the use of a wired control panel. The instructions for an ADP processing operation are called a PROGRAM and may consist of a great many steps that are performed autmatically in sequence. EAM procedures are printed instructions to the operator. The ADP program is coded instructions to the computer.

THE PUNCHED CARD

Many automated procedures make use of punched cards. Figure 11-2 shows an example of a standard 80-column card and how the punch locations are used to record data. Most of the cards you use will not look like this one; e.g., the DD Form 1348m. They may be

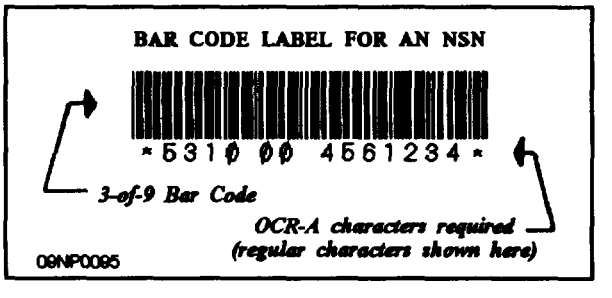


Figure 11-1.—Example of a bar code label for an NSN.

printed in many formats to provide blocks for entering information by pen or typewriter that is later punched into the card on the keypunch. It is not necessary for you to learn the punch codes since most cards will be "punched and interpreted." That is, in addition to the data punched into the card, the same information is printed (interpreted) along the top of the card in one or two lines. The character may be printed directly above the punch or may be placed in any position depending upon the machine being used.

Most cards have either the top left or top right corner cut, although any corner may be cut. The card in figure 11-2 has the left comer cut. This corner cut provides a visual means to identify a type of card and to make sure that all cards are facing in the same direction and are right side up. It may also serve as a signal to a machine as they are being processed.

To make effective use of the punched card, much of the information is converted to codes. This is necessary since the card contains only 80 columns. Only one character can be placed in each column. In studying the chapter on the Military Standard Requisitioning and Issue Procedures (MILSTRIP), you saw how codes are used to convey a great amount of information on the DD Form 1348.

By converting the requisition information to a keypunched card, it can then be used to reproduce other cards for accounting, stock receipt, and requisition status file. The supplying activity can use the punched requisition to determine stock availability, prepare the invoice, update stock records, and perform financial accounting.

A punched card becomes a permanent record that may be used for many purposes and used many times. For this reason they should be handled with care since a crease or rolled edge can jam a machine and delay a job while a new card is prepared.

3-OF-9 BAR CODE

The 3-of-9 barcode is described in MIL-STD 1189, Standard Symbology for Making Unit Packs, Outer Containers, and Selected Documents. The code uses various arrangements of 5 bars and 4 spaces (hence the 9) of which 3 are wide (the 3) to represent any of 43 different characters. The digits 0-9, the letters A-Z, 6 special characters (/. + % $), and a blank space can be encoded by the 3-of-9. In addition to the barcode, MIL-STD 1189 requires OCR-A characters to appear above or below the bar codes. An example is shown in figure 11-3.

This code is read by electronic devices called scanners. These scanners have a hand held wand or light pen that is passed over the 3-of-9 bar code, either left to right or right to left. There are both stationary and portable scanners available. These scanners are very sensitive to the variations in the light and dark areas. The bar code data element can be as long as 32 characters with a start/stop mark (an asterisk) and a clear or blank space at both ends. The 3-of-9 bar code is self-checking—it must contain an exact number of

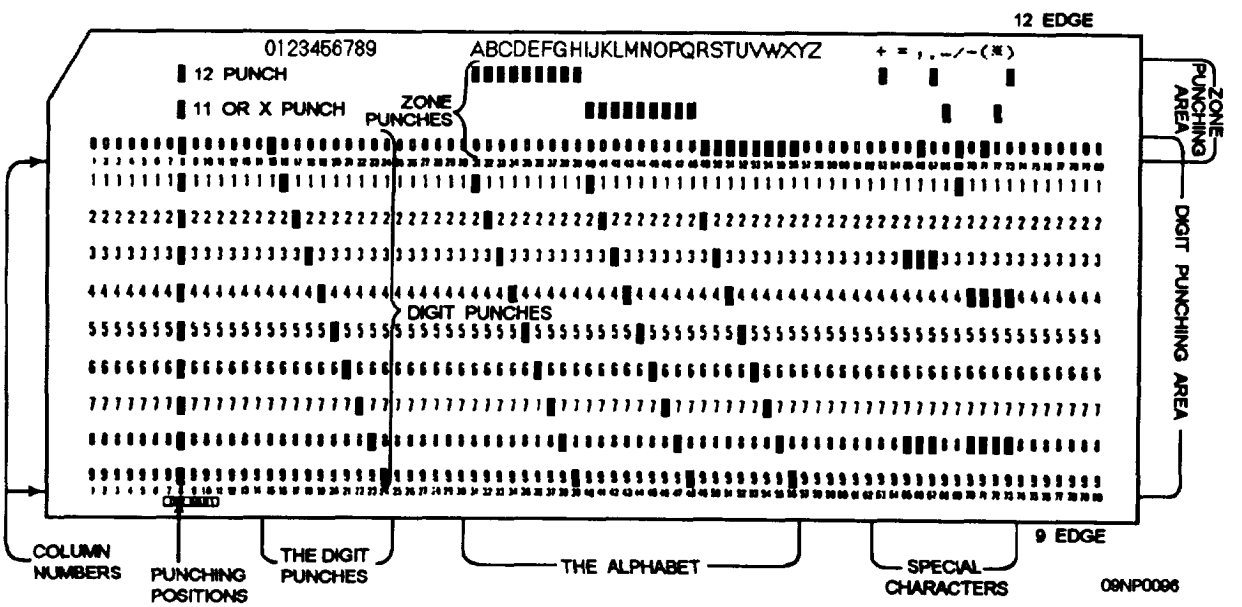


Figure 11-2.-Example of a standard 80-column punched card.

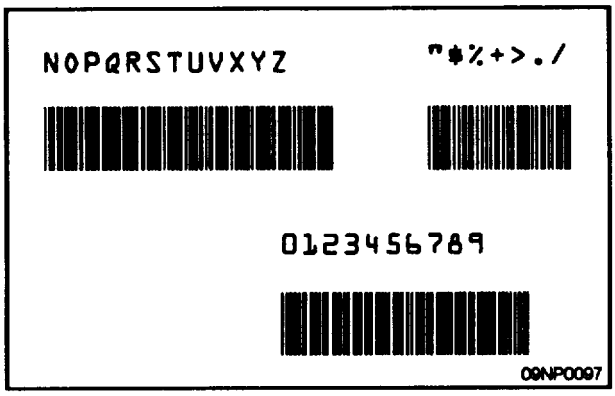


Figure 11-3.—Example of a 3-of-9 bar code arrangements.

spaces when a given number of bars are read and vice versa. If the scanner reads an incorrect number of bars for the number of spaces read (or vice versa) or if the read data element is not begun and ended with a start/stop mark, then a "no-read" condition exists. With a good quality marking, the first read rate is near 100% and the character substitution (misread) rate is less than 1 error per 6,000,000 characters read. However, less than desired printing quality or label condition will degrade the first read rate, while the character substitution rate will be affected only slightly.

Our computers today depend on us to manually input data into a device that converts information into a machine acceptable form-punched cads, magnetic tapes, or electric signals from a terminal. As we have all experienced, manual input is prone to error and speed is limited to a person's manual dexterity. Bar code data can be scanned and converted accurately into computer usable form without manual keying.

BAR CODE APPLICATIONS

From the moment material first enters the supply system until it is issued, these bar codes can be scanned to provide key data for a variety of applications such as

Location Survey—Presently, the Uniform Automatic Data Processing System-Stock Point system (UADPS-SP) produces a tape with the location to be surveyed and each stock number that is supposed to be in that location. his tape is converted to cards. The warehouseman uses these cads to go to the location, check material in the bin, and handwrite corrections on the cards. The cads are returned for keypunching. The punched cards are then converted to tape which is used to update the Master Stock Item Record (MSIR).

With the locations labeled with their number in bar code and a portable scanner, cards are eliminated The scanner would be loaded with images from the UADPS-SP tape. The warehouseman is prompted by the scanner to go to a particular location. The warehouseman confirms he is at the right place by scanning the location bar code label. The scanner then displays what stock number should be in the bin, its condition code, shelf-life, etc. The warehouseman validates this information, makes corrections on the scanner's keyboard, and inputs any stock number in the location which is not shown on the scanner. These scanners have up to 60,000 character memories so the warehouseman can survey a number of locations. When the warehouseman is done, the scanner's information is converted into a tape which updates the MSIR.

Physical Inventory—To conduct a physical inventory, portable scanners are used in a way similar to a location survey. The locations and items to be inventoried are loaded into the scanner, the items inventoried, and the scanner's data passed to the main computer. As more and more incoming material is bar coded, the warehouseman will be able to scan the bar code label with the stock number on the item's box rather than write it down or key it into a scanner.

Material Receiving—Scanning light pens attached to a video terminal will be used to obtain the stock number and contract number off the incoming outer container. With these two pieces of data, the computer system will retrieve other pertinent information about a receipt from the Due-In File. The receiving personnel can input quantity received and be told where this item should be stored. The capability to print a barcode label for those items received without labels will also be available.

AUTOMATIC DATA PROCESSING

One of the most significant characteristics of automatic data processing (ADP) is that a complete series of operations can be planned The machine can then be directed to carry them out without further human intervention.

An ADP installation which includes several individual equipments is usually called a SYSTEM. The system must be able to accomplish four fundamental functions.

- Accept data
- Accept instructions

- Execute instructions
- Display results

To do this, the system is made up of input, control, storage, processing, and output sections.

ADP must have accurate input in order to produce usable output. It is in these areas that you, as a Storekeeper, are most likely to work. Storekeepers prepare most of the forms that are used as input and make use of the output in reviewing supply operations and preparing reports.

SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM

The Shipboard Uniform Automated Data Processing System (SUADPS) serves as a good example of ADP systems used aboard ship. This ADP system is currently in use aboard carriers, tenders, AFSs, and repair ships. The system consists of a computer, an operating system, applications programs, and clerical procedures.

The SUADPS was designed to satisfy afloat supply and accounting requirements through maximum automation of routine functions and at the same time provide a wide range of options that can be exercised at the shipboard level. All major files are maintained on magnetic tape, thus greatly reducing manual filing. Input is introduced to the system via the media of punched cards or magnetic tapes and now input from scanners may become possible. The computer system updates the appropriate magnetic tape files through a series of computer runs to reflect quantitative and monetary changes occasioned by the transactions processed. The computer produces outputs reflecting inventory balances, replenishment position, financial and accounting data historical data and exception data requiring supply personnel attention.

EQUIPMENT

Shipboard ADP equipment that comprises the SUADPS is identified by both a military designation and a civilian designation. The complete computer system, consists of the components listed below, and carries the military designation AN/UYK-5(V). It is also commonly known by its civilian designation U-1500. When referring to the entire system or individual components m military communications, it is correct to use the military designation.

The following equipments comprise the AN/UYK-5(V) computer system:

- CPU—The central processing point of a computer system. Electronically gathers the input data and produces output.
- MAGNETIC TAPE UNIT—A high-speed input and output device for the CPU.
- INPUT/OUTPUT TELETYPEWRITER—A low-speed input/output device for operator communication with the computer.
- CARD READER-PUNCH-INTERPRETER (CPRI)—Provides the required capability to read, punch, and interpret EAM cards.
- HIGH-SPEED PRINTER-Primary means of providing printed output from the system.

SUPPORT EQUIPMENT

In addition to the primary AN/UYK-5(V) computer components for processing of data, the source documents (input) must be provided by keypunches and verifiers. In some instances interpreters and card sorters are required for off-line or auxiliary jobs (small things not controlled by the computer). This equipment is designated as support equipment. The information contained hem is intended to familiarize you with the characteristics and purposes of the various types of support equipment and not to qualify you as an operator.

SYSTEM FILES

The SUADPS is a uniform system among the various ship types (SUADPS-207 and SUADPS-AV (207)) in that common routine functions are performed the same manner, and the AN/UYK-5(V) (U-1500) computer system is used by all. There are three basic types of files maintained in the SUADPS: (1) tape files, (2) manual files and *(3)* output files. However, system file names vary among the different ships. Certain magnetic tape files which are maintained in both SUADPS-207 (AD/AR, AS, AFS) and SUADPS-AV (207) (CVs, CVNs, LPHs, MAGs) segments are described below.

Master Record File

The Master Record File (MRF) is a tape/drum file maintained for each item stocked or demanded on board ship and contains data required for the management of the item. Records are maintained on “not carried” items in order to read demand, frequency, and dues. The information in the basic MRP record is augmented by five types of subrecords containing additional information. A printout of an MRF record may be

obtained by input of a stock number inquiry (document identifier X90). The data in the MRF is kept current by the application of transactions during update processing and by the application of change notice actions.

Requisition Record File

The Requisition Record (RQN) File is an active tile containing records for outstanding and completed requisitions originated by or for the ship. Completed requisitions may be removed from the RQN File by using the Requisition History File Process (RHISP) utility. RHISP will strip completed requisitions from the current requisition file and add them to the Requisition History File (RI-IF). Each requisition record consists of the card images of all status, follow up, and receipt transactions processed under the particular document number. Change notice actions which apply to the MRF also apply to the RQN File and become subrecords where applicable. A requisition record is initially established at the time a requisition document identifier (DI) (e.g. A0A) is processed in an update. The computer rejects any attempt to establish duplicate document numbers. The computer program allows a maximum of 32 subrecords for each requisition. A printout of a RQN record and related information may be obtained by input of a document number inquiry (DI X90).

Numbers File

The Numbers (NBR) File is a history file which contains a record of stock number changes and cross-reference data. Stock number changes are automatically recorded in the NBR File at the time change notice is processed. Records are contained in this file cross-referencing the following:

1—New NSN to old NSN and vice versa

2 —Part number (exceeding 15 positions) to local stock number and vice versa

3—New part number to old part number and vice versa

4—NSN to description and vice versa

5 —Part number to description and vice versa

6 —Local stock number to description and vice versa

Inquiry into the NBR File may be made by a Numbers File Inquiry (DI X90). A numbers inquiry will produce a listing of the basic numbers record and all related cross-reference subrecords. DI 082 may be used to obtain a complete printout of the Numbers/ Cress-Reference Listing.

Financial Master File

The Financial Master File (FMF)is a series of tables and counters that generally correspond to financial reports and records. These tables are posted during update processing. The reports are produced from the computer as required by stock control personnel.

Maintenance Data Collection File

The objective of the Maintenance Data Collection System (MDCS) is the collection and reporting of maintenance-related data into the 3-M Systems by the use of a TDA91 tape. Equipment maintenance information (job control number, equipment identification number, etc.) is obtained from the supply documents for reporting into the 3-M Systems. This information is obtained from the following maintenance-related documents:

1. Issue documents
2. DTO requisitions
3. Receipts
4. Departmental turn-ins
5. AB , AS , and AE supply cancellation status

The only tape file in the system is the Maintenance Data Collection (MDC) File. The Maintenance-Related Transaction (MRT) in the MDCS is the same as the Transaction Tape (TRN) in the supply system. The MDC File contains data collected by the system and subsequently output as TDA91 tape.

MANUAL FILES

Manual files provide control over transactions which have not been completed. They are also a point of assembly for transitions which are to be processed, and they provide various system users with history or reference files on completed transactions. These files are explained below.

Keypunch Assembly File

The Keypunch Assembly File consists of source documents which are to be sent to Data Processing for keypunching. This file is maintained in the Stock Control Division. The documents are assembled in

document identifier batches and logged in a Control Log before being sent to keypunch.

Stock Control History File

The Stock Control History File contains all source documents which have been used as a basis for keypunching cards to update files. Included in this file are all transactions originating at the shipboard level; such as issues, off-line requisitions, changes to the Master Record File, local change notices, and copies of receipt documents. The file is maintained by the Stock Control Division in document identifier sequence within the Julian date processed.

Update File

The Update File consists of all locally keypunched cards, plus any system-generated cards which are to be processed during update. An Update File is maintained by the Stock Control Division until an update is desired, at which time the file is sent to the System Coordinator, who requests an update from Data Processing.

Data Processing History File

The Data Processing History file consists of all computer-generated or manually keypunched documents that have been used to update files. These cards are placed in this file according to the Julian date processed and will be maintained for 120 days. This file can also be maintained on magnetic tape.

Request for Data Processing Service Files

For control purposes, the System Coordinator must maintain an outstanding and completed Request for Data Processing Service File. The Request for Data Processing Services Form, which Stock Control submits to the System Coordinator, can serve as this file.

Bearer Suspense File

The Bearer Suspense File contains the retained copies of DD Form 1348 manual requisition packages which have been prepared off-line and sent to SERVMART or sent as bearer pickup requisitions (which are normally expected to be completed within a 24-hour period) to supply activities. The file is maintained in the Stock Control Division in order to monitor the return of receipt documents. After receipt of the material, the control copies are destroyed.

Receipt Takeup Card File

At the time stock requisitions are prepared by the computer during automatic reorder or when stock and direct turnover (DTO) requisitions are prepared off-line, an additional DD Form 1348m card is generated. This additional card is known as a "receipt takeup card." As receipt takeup cards are generated, they are filed in document number sequence or in a separate document number sequence for DTO and stock. As receipt documents are received, Stock Control personnel match the receipt document with the receipt takeup card. If no difference exists between the two documents, the receipt takeup card is placed in the Update File. If differences exist between the two documents, the receipt takeup card must be connected to agree with the receipt document and then placed in the Update File.

Mandatory Turn-in Repairable Control Cards

To ensure the turn-in of repairable items, the computer creates a Mandatory Turn-in Repairable Control Card whenever an issue or DTO receipt is processed against a stock record with material control code of D, E, G, H, Q, or X. The monitoring of mandatory turn-in items and the preparation of documents to turn the items in to ashore supply activities is a responsibility of the Supply Support Center (SSC).

OUTPUT FILES

The purpose of the Output Files is to provide the ship with a complete history of all transactions affecting stock or financial records. These files are explained below.

Transaction Ledger

The Transaction Ledger reports a history of all transactions processed successfully through the computer. The listings provide an audit trail for reconstructing actions that have taken place in the event that other files are destroyed, or when research is required. The Transaction Ledger contains any entry for each stock record affected by the particular update and is printed in National Item Identification Number (NIIN) sequence within record-type code. The top line of each entry reflects the stock record as it was at the beginning of the update. Immediately under this line, transitions are listed that were posted to the stock

record during the update. The final line of each entry Effects the updated stock record after all transactions have been posted. The Transactions Ledger should be maintained on file for approximately 1 year, or longer at the discretion of the supply officer.

Transaction Error Listing

The Transaction Error Listing contains transactions that could not be processed because of errors. Transactions appearing on the listing must be corrected and reinput since they do not appear on the Transaction Ledger and the computer maintains no record of them. The Transaction Error Listing represents an important part of the ship's audit trail and should be maintained on file for approximately the same time period as the Transaction Ledger.

Suspended Transaction Listing

The Suspended Transaction Listing contains transactions that do not have invalid fields or data elements, but that could not be processed because of certain conditions that exist in the stock records. The suspended transaction will appear on the Suspended Transaction Listing for a maximum of 15 updates. If the conditions are not corrected within the 15-update period, the transaction is deleted from the Suspended Transaction Listing and appears on the Transaction Error Listing. This listing should be retained for the same time period as the two previously discussed.

Information Listing

The Information Listing contains transactions that should be reviewed. In certain situations action may be required. It is also used as a management aid in that transactions worthy of the attention of the supply officer are flagged.

Transaction Error Message Key Number Summary Report

This report consists of transactions by DI and Mark Number (MKNR) that could not be processed because of error(s). From this report, the supply officer can determine what errors are being made and the possible causes.

Master Stock Status and Locator Listing

The Master Stock Status and Locator Listing (MSSLL) is a periodic printout of certain essential data elements from each stock record in the MRF. A supplemental MSSLL is produced automatically after each update (except when processing with the FASTRAND drum) and contains current data on all stock numbers affected sines the last complete MSSLL was produced.

SYSTEM OPERATION

As stated, master files in the U-1500 system are maintained on magnetic tape and are kept current through a daily, weekly, or monthly updating. This updating is a commercial-type processing in that data from input transactions (on cards, tapes, or scanners) are processed sequentially against records in a master file. These records are changed or updated by the applicable transaction and a new master file is created. Processing (or updating) is done on an exception basis in that any transaction or record that contains a detectable error is rejected from processing and is output to a printed error listing and/or an error card. No note is made of acceptable records that are processed. Within the system, inputs are called transitions, and each contains a three-character document identifier (DI) that identifies a particular type of transaction; e.g., a requisition, a receipt, or an issue. The computer is programed to recognize these DIs and to process the transaction against the proper stock and financial records. All inputs or outputs in the system use the standard MILSTRIP/MILSTRAP document identifiers, where applicable.

ISSUES

Issues are made on the DD Form 1348 instead of the NAVSUP Form 1250-1 discussed previously. A DD Form 1348m prepared for use as an internal issue document is shown in figure 11-4. The same information must be shown on the DD Form 1348 as is required on the NAVSUP Form 1250-1 although preprinted blocks are not provided for this purpose. The data element titles in blocks L, M, N, P, R, and U of the DD Form 1348m in figure 11-5 have been placed on the form for easier identification.

The DD Form 1348 is processed much in the same manner as the NAVSUP Form 1250-1. They are first checked by SSC personnel to make sure that the mandatory data elements are present and legible for the type of action to be taken (e.g., issue, or DTO procurement). In addition, SSC personnel must make sure that the mandatory 3-M data elements described and shown in figure 11-4 are present when applicable. Write the location of the material on the back of the

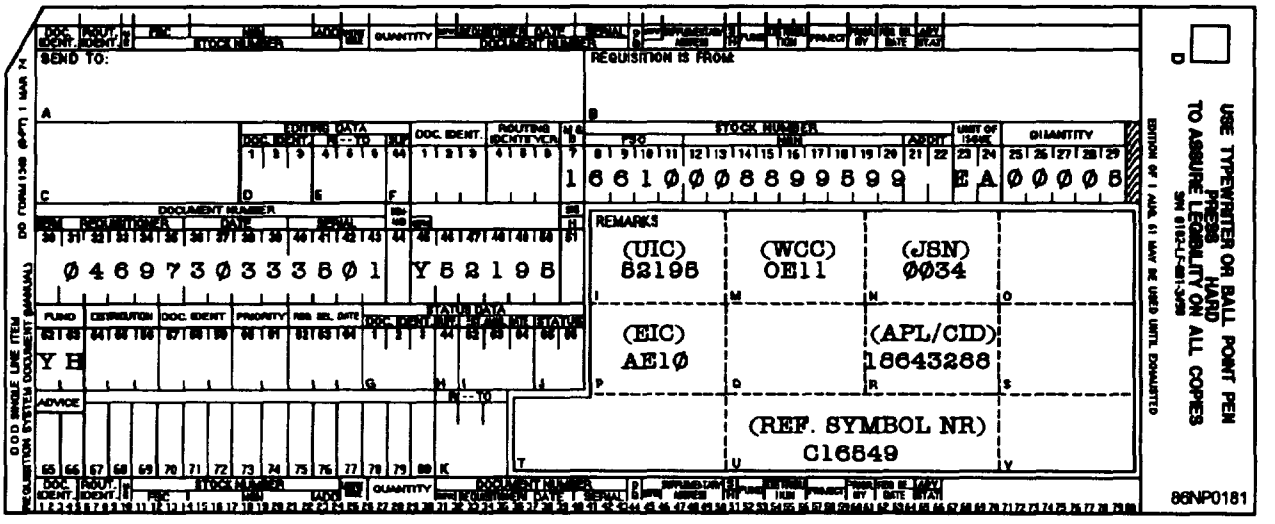

SEND TO:
REQUISITION IS FROM
1 6 6 1 0 0 0 8 8 9 9 5 9 9
E A 0 0 0 0 5
0 4 6 9 7 3 0 3 3 3 6 0 1
Y 5 2 1 9 5
REMARKS
(UIC) 52195
(WCC) OE11
(JSN) 0034
(EIC) AE10
(APL/CID) 18643288
(REF. SYMBOL NR) C16549
Y H
USE TYPEWRITER OR BALL POINT PEN PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES
86NP0181

Figure 11-4.—The DD Form 1348 for use as an internal issue document.

request document and direct the customer to the appropriate storeroom. On occasion, verbal requests are received and SSC personnel must prepare the DD Form 1348. The required data elements are described in NAVSUP Publications 519 and 522. The NAVSUP P-519 contains procedures for SUADPS-AV (207). The NAVSUP P-522 contains procedures for SUADPS-207.

Document numbers are assigned differently than on the NAVSUP Form 1250-1. The first two characters of the serial number are assigned to each shipboard organizational segment that is authorized to initiate requests. In Card Columns 40-41 of figure 11-4, "35" has been assigned to the OE division of the operations department and the two characters in Card Columns 42-43 represent the number of requests from the originator on a certain Julian date, in this case, 01, meaning the first request for Julian date 3033. Each originator may issue no more than 99 requests on a single day, otherwise there would be duplicate document numbers.

Stock replenishment requisitions are assigned serial numbers in the 0001-1999 series. Blocks of serial numbers beginning at 2000 maybe assigned to various shipboard departments and/or to specific commodities of material. The 9700-9999 series are reserved for ship's store use. Serial numbers in requisitions for food items must include "9" in Card Column 40 and the applicable alphanumeric subsistence item code in Card Columns 41-43. Thus, the first character of the serial number aids in the distribution of the material since the receiving Storekeeper is immediately able to identify DTO material and further, to identify who is to receive it.

STOCK RECORD UPDATE

As you know, all transactions are not issues. Receipts, transfers, and surveys also affect stock balances. Since most of them are covered by paperwork other than punched cards, some means must be available to feed the information to the machines. This is accomplished by input transaction cards coded with document identified or scanners.

Document identifiers classify each transaction as a receipt or expenditure or as an action that does not affect the stock balance such as an increase or decrease to "due" (outstanding requisition). Caption codes further classify the actions according to the captions appearing on financial reports. These codes are contained in the automated procedures for your ship.

If required, transaction cards are keypunched as they are received in the machine room. The update is accomplished by converting the transaction cards to a second tape and then applying the transaction tape to the master tape.

SHIPBOARD NONTECHNICAL ADP PROGRAM

Shipboard Nontechnical ADP Program (SNAP II) is a nontechnical administrative/management supply system which is due to play an increasingly important role in afloat Navy supply system operations.

SNAP II Software

The function of the SNAP II system is to provide automated administrative support to fleet ships through the following SNAP II applications software/files:

- Supply Interim Release (SIR/Supply and Financial Management (SFM) Subsystem
- System Management Subsystem (SMS)
- Maintenance Data Subsystem (MIX)
- Administrative Data Management (ADM) Subsystem

The SIR/SFM provides the primary SNAP 11 software/files that supports both the Navy Afloat Supply System and Supply Organization. System management and system service tasks, in support of other functional (i.e., SIR/SFM) subsystems, are performed by the SMS software/files.

SNAP II Automated Data Processing Equipment

The Automated Data Processing Equipment (ADPE) that provides the mechanical means to operate the SNAP II system consists of the following:

1. AN/UYK-62(V) (H-300) computer
2. Mass Storage Subsystem
3. Communications Subsystem
4. Printer Subsystem
5. Input/Output Subsystem

OPERATION

As a nontechnical administrative/management supply system, SNAP II manning is not concerned with manning of watch stations at various conditions of readiness. The operators of SNAP II remote terminals are not computer experts. Operators are "customers" of the services the computer system provides (e.g., supply and fiscal data). The only skills required beyond those needed in their rating (e.g., Storekeeper Second (SK2)) are the skills necessary to gain a periodic access to the system, query the system for data, and to terminate their access. Since the data to be handled by the terminals are rating related, the SK user should receive onboard training on supply department SNAP II operations.

FINANCIAL RECORDS AND REPORTS

The accounting performed on automated ships differs in some aspects from that on nonautomated ships. This difference is primarily in recording OPTAR charges and depends on whether the automated ship is a nonstock-funded or stock-funded ship.

STOCK-FUNDED SHIP

Stock-funded ships include tenders and repair ships (class 207 accounting) and fleet-issue ships (class 224 accounting). On these ships, the inventory is carried in the Navy Stock Account (NSA) and has not been charged to the ships' OPTAR. The requirements for class 207 and class 224 accounting are not covered in this text except as they pertain to OPTAR accounting and inventory control.

Stock replenishment requisitions are not charged to the OPTAR but are accounted for as transfers between supply officers within the Navy Stock Account.

The same OPTAR and budget records discussed before are maintained. However, they are posted from the data accumulated on the FMF mentioned earlier in the chapter. Issue requests submitted on DD Form 1348 result in either an issue or a DTO requisition. As the DD Forms 1348 are processed, the financial data, representing expenditures or obligations as appropriate, are transferred to the FMF. The Departmental Budget Report which lists the totals of expenditures and obligations by departments and a grand total of all expenditures and obligations is prepared from this tape.

The total of all expenditures is posted to the Departmental Budget Report and the balance of the OPTAR is reduced. The expenditures and obligations are posted separately to the Divisional Budget Report. When DTO material is received, the obligation is converted to an expenditure and is listed on the next posting report.

The machine room again makes use of the FMF to prepare machine listings to support the monthly NSA stores returns. This includes preparation of necessary summaries. You are, in effect summarizing your own ship for all NSA material consumed for the month as well as summarizing transfers to other ships.

The listings (with cards) that were discussed earlier are received from Defense Finance Accounting System (DFAS). They are:

- Unmatched expenditure listing (monthly)
- Aged unfilled order listing (quarterly)
- Filled order/expenditure/difference listing (monthly)

The listings must be reviewed and any corrections annotated thereon and returned to DFAS.

CHAPTER 12

MAINTENANCE AND MATERIAL MANAGEMENT SYSTEMS

The Standard Navy Maintenance and Material Management Systems (3-M) was developed to meet the need for a more effective means of recording, reporting, and evaluating the maintenance requirements of the fleet. In the past, most maintenance work was recorded only in the shipboard logs. Although some reports were required for failures of specified electronic equipment systems and components, material commands had no way of knowing if maintenance was being performed on equipment under their cognizance. There was also a lack of financial information. There was no effective way of determining what part of the ship's operating target (OPTAR) was being spent for repair parts and how much for consumable material.

These needs were partially met by using different fund codes for the different classifications of material. For example, Equipage, Repair parts, and Consumables. Commands were then able to evaluate OPTAR usage. It was not until the advent of the Maintenance Data System (MDS) that cognizant commands could determine where maintenance man-hours and materials were being used and thereby evaluate the performance of equipment.

While 3-M and MDS are primarily the responsibility of other departments supply does have a definite part in making MDS work. This chapter discusses the general concept of the shipboard 3-M Systems and your responsibility in the overall effectiveness of the program.

THE 3-M SYSTEMS

Each year, newly developed equipments requiring highly specialized maintenance are installed aboard the Navy's ships. The maintenance requirements for an electric motor or a circulating pump are relatively few and simple. This is because of simplicity of design, a small number of moving parts, and the fact that several person may be qualified to perform the maintenance work. This is not the case for automatic engineering controls or the computers used for the control or missile guidance systems. To perform properly, these control systems must react immediately and accurately to changing conditions. The 3-M systems endeavor to substitute preventive maintenance for corrective maintenance, thus reducing equipment malfunction and downtime.

Proper evaluation of equipment cannot be based only on planned exercises when all possible preparations are made ahead of time. The 3-M systems provide a means of continuously reporting maintenance actions, equipment downtime, repair parts used, and the maintenance personnel required to perform the work, (Equipment downtime is the amount of time an equipment is inoperable due to performance of maintenance, lack of repair parts to fix it, or repair is beyond the capability of ship's personnel.) The 3-M systems is not limited to complex systems. It is equally applicable to, and effective for all types of shipboard equipment.

The ship's 3-M systems consist of the following systems designed for maintenance management

- PMS (Planned Maintenance System)
  - —Inactive Equipment Maintenance (IEM)
- MDS (Maintenance Data System)
  - —AMS (Alteration Management System)
  - —IMMS (Intermediate Maintenance Activity Maintenance Management System)

The scope of these systems of most importance to the SK3 and SK2 is described in the following subparagraphs.

PLANNED MAINTENANCE SYSTEM

The Planned Maintenance System (PMS) was developed after extensive research on various types of equipment to determine for each equipment all maintenance actions required. This includes the frequency of performance, procedures for performing the maintenance, and the skill level (rate) required to accomplish the work. Also the tools and materials needed to do the job, normal time required, and safety precautions to be observed. The system provides planning and scheduling information to the departments heads, division officers, and maintenance

personnel. Thus, they are able to schedule routine maintenance for underway or inport periods-whichever is the best time to accomplish the maintenance.

OPNAVINST 4790.4 contains thorough coverage of the 3-M Systems from a maintenance management point of view. The 3-M systems also includes material management by providing information as to how the Navy is using both its material and man-power.

MAINTENANCE DATA SYSTEM

The Maintenance Data System (MDS) provides a means of recording information on maintenance actions that have been taken. Each action is documented on a Maintenance Data Form.

Any data collection system must have some means of sorting and classifying information. If you were handed a stack of stock record cards and told to sort them, you would also have to be told what kind of a sort was needed before you could proceed. These sorts include putting them in national stock number (NSN) or national item identification number (NIIN) sequence; separating them by cognizance or location; removing all cards with excess stock or removing all cards showing outstanding requisitions. Certain items of information that must be shown on the OPNAV Form 4790/2K and on issue documents provide this means of classification.

All material that is consumed in support of a maintenance action must be reported. In most cases, repair parts will be drawn from supply storerooms or ordered through supply. The request documents must contain all data elements necessary for MDS processing. Figure 12-1 shows a NAVSUP Form 1250-1 used for this purpose. The various elements of MDS data are explained in OPNAVINST 4790.4.

SUPPLY RESPONSIBILITY FOR MDS

Supply responsibilities for the proper functioning of the 3-M systems involve:

1. Issuing the material required to accomplish the necessary maintenance actions, and
2. Making sure that issue documents are correctly prepared.

The Supply Support Center (SSC) is the logical place to make sure that the request document is completely and accurately prepared. The SSC is the first to receive requests submitted by maintenance department representatives. It is far better to require complete data when the request is received than to make an issue on an incomplete document and then try to obtain the missing information.

The issue documents, DD Form 1348 or NAVSUP Form 1250-1, have previously been discussed as they pertained to material expenditure. See figure 12-2.

Equipment Identification Code

The equipment identification code (EIC) is a seven-digit alphanumeric code that identifies a specific

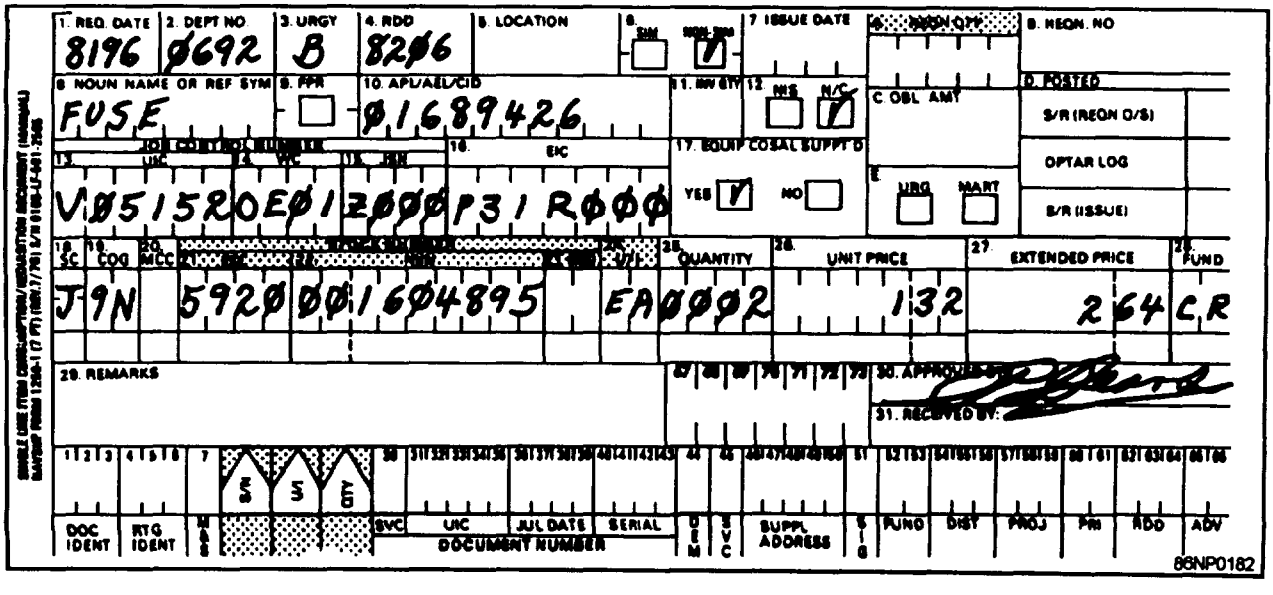
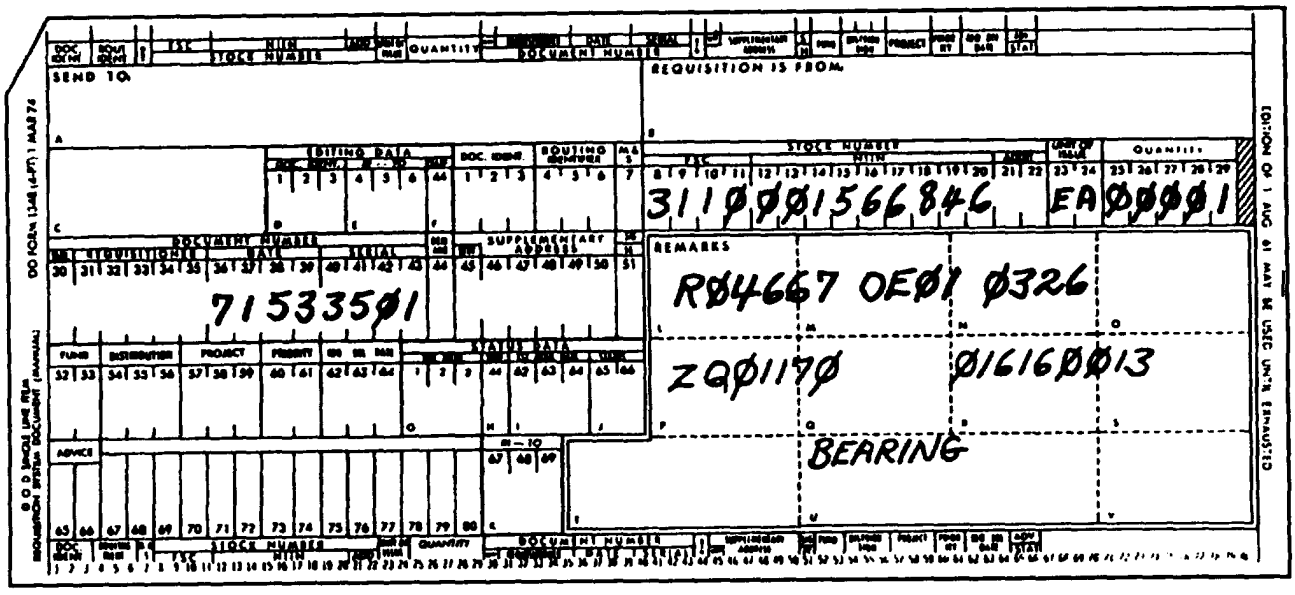
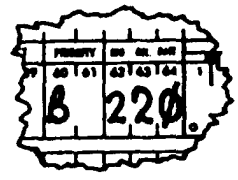


Figure 12-1.-MDS on NAVSUP Form 1250-1.



CARD COLUMN	DATA TO BE SHOWN WHEN MATERIAL ISSUED FROM STOCK.
8-22	NSN AND SMIC WHEN APPLICABLE.
23-29	UNIT OF ISSUE AND QUANTITY. NOTE: ONLY A QUANTITY OF ONE MAY BE ORDERED WHEN A REFERENCE/ CIRCUIT SYMBOL IS SHOWN IN BLOCK U.
36-43	JULIAN DATE THAT THE REQUEST IS SUBMITTED, AND SERIAL NUMBER.
L-M-N	JOB CONTROL NUMBER. THIS CONSISTS OF THE UIC OF THE USING SHIP *(block L)*, THE WORK CENTER CODE IDENTIFYING THE SHOP PERFORMING THE REPAIR WORK *(block M)*, AND THE JOB SEQUENCE NUMBER *(block N)*.
P	ENTER THE APPLICABLE FOUR-CHARACTER EQUIPMENT IDENTIFICATION CODE FROM THE EIC MASTER INDEX.
Q	ENTER "FPR" IF THE REQUESTED ITEM IS CONSIDERED TO BE A *failed* PART. OTHERWISE, LEAVE BLANK.
R-S	ALLOWANCE PARTS LIST/ALLOWANCE EQUIPAGE LIST FOR THE EQUIPMENT/ COMPONENT BEING WORKED ON.
U	REFERENCE/CIRCUIT SYMBOL FOR ELECTRONICS AND ORDNANCE PARTS. NOUN NAME FOR OTHER MATERIALS.

WHEN REQUESTED MATERIAL IS N/C OR NIS.



60-61	URGENCY OF NEED. THESE CODES ARE LISTED AND DESCRIBED IN CHAPTER 6.
62-64	REQUIRED DELIVERY DATE. JULIAN DATE ASSIGNED WHEN MATERIAL IS ESSENTIAL TO COMPLETE REPAIRS PRIOR TO SHIP'S OPERATIONS AND REGULARLY ASSIGNED PRIORITY WOULD NOT ENSURE DELIVERY BY THE REQUIRED DATE. NOTE: ENTRIES IN CARD COLUMNS 60 THROUGH 64 MUST BE MADE BY PERSONS DESIGNATED BY THE HEADS OF THE REQUESTING DEPARTMENTS.
09NP0099	

Figure 12-2.-MDS entries on DD Form 1348

hardware item from the highest to the lowest level.That is system to the component/subassembly level. These codes are designed to provide a description of the functional and physical relationships of the various elements within a given hardware application rather than to design and/or manufacturer's differences.

Allowance Parts List/Allowance Equipage List Number

The Allowance Parts List/Allowance Equipage List (APL/AEL) number identifies a specific item of equipment. NOTE: Both the EIC and APL/AEL numbers are necessary to provide complete identification. For example, two identical electric motors are installed in a water cooler and a refrigerator. If maintenance is performed on both of these motors, the MDS report will identify the specific motor by the APL number and the system in which it is installed by the EIC number. In this case, the APL number is the same for both, but each has a different EIC. The above example could be reversed. Two different motors could be installed in one system, such as the ventilation system. In this case, the MDS forms would show the same EIC number but different APL numbers.

Ship's UIC

The ship's unit identification code (UIC) identifies each maintenance action to the ship on which, or for which it was performed. After the MDS forms are prepared on the ship, they are submitted to the TYCOM Data Processing Facility for processing and positive ship identification must be provided. Work that is performed by a tender or repair ship must show the receiving ship's UIC so that the maintenance data can be identified to the proper ship.

Let's look at some ways that this MDS information can be used.

- By sorting MDS data by UIC, the total maintenance cost and man-hours can be determined for each ship. Commands can use this data in budgetary and manning-level planning.
- By sorting MDS data by EIC, the maintenance cost for each system, subsystem, or component of equipment can be determined. This provides an evaluation of equipment perform ante.
- By sorting MDS data by APL/AEL number, the maintenance cost and material usage can be determined for specific items of equipment. This data can be used by inventory control points (ICPs) to adjust the Coordinated Shipboard Allowance List (COSAL). The allowances of repair parts to be carried in your storerooms.
- By sorting material usage by NSN, the ICPs can analyze past usage and more accurately predict future usage thereby providing better COSAL support. This information may also be used by supply activities to plan future stock requirements. Previously, this information could only be obtained from ships as they went through a supply overhaul. It is now available as current information from all ships reporting under MDS.

Source Codes

A source code is entered to assist in the evaluation of supply storeroom support. The source code is normally entered by the stock records Storekeeper as he processes the issue documents. The following source codes are used on NAVSUP Form 1250-1 and DD Form 1348. Refer to NAVSUP P-485 for detailed information about these codes.

The data obtained from issue documents also provides management information to the ship. The Afloat Consumption and Cost Effectiveness Surveillance System (ACCESS)/Ship's Edit and Audit System (SEAS) program collects and processes usage data. Then reports are prepared that enable the commanding officer and supply officer to review and evaluate the effectiveness of supply support and make more efficient use of the OPTAR. ACCESS and SEAS use the issue documents that support the MDS plus the issue documents for consumables.

The Selected Item Management (SIM) Item Identification Listing provides SIM consumption data and machine calculated stocking limits. The supply officer and stock records Storekeeper can use the SIM listing to make the quarterly review of SIM items and also use the information shown on the listing to determine stock replenishment requirements.

Copies of the issue documents that are not in stock or not carried are used to prepare a report on the ship's supply effectiveness and COSAL support.

Pre-Expended Bin Material

Commonly used low-cost repair parts and repair-related consumable items may be pre-expended and a small stock maintained within a department for

general use. The criteria for determining the type and quantity of material to be Pre-expended are given in NAVSUP P-485. The supply officer and the department head using the items mutually agree on the specific items to be pre-expended.

Materials that might be pre-expended include nuts and bolts, solder, gasket material, fuses, and vacuum tubes.

Pre-expended bin material should not be confused with material in custody of other departments. The latter is carried on stock record cards by supply and issue documents must be prepared each time an item is used. Pre-expended bin material has already been issued and expended from the stock record cards. No further accountability is required, other than for the using department to make sure that it is properly used.

The use of pre-expended bin material permits more realistic reporting. For example, a Machinist's Mate is repairing a pump and must replace a 5/16-18 hex nut. The unit of issue for the 5/16-18 hex nut is HD (hundred). Only one nut is used on the pump. Without pre-expended material, a request for 1 HD nuts must be submitted with the total material and cost usage being charged to the pump.

Using pre-expended bin material works equally well in reducing the volume of issue documents. If the ETs use a particular tube in several equipments, they might have an almost daily requirement for this tube in maintaining those equipments. If each requirement is submitted on a separate requests, an excessive amount of paperwork results. This can be prevented by submitting one pre-expended bin material request for a quantity of these tubes and maintaining a small stock in their shop.

The responsibility for replenishing pre-expended bins is determined by the maintenance level of the ship.

- Intermediate level (tenders/repair ships)—the SSC is responsible for reviewing and replenishing pre-expended bins in the various using shops.
- Organization level (other ships)—the using department or shop is responsible for maintaining adequate stocks for their own use. Designating an item as pre-expended material does not remove the item from supply storerooms. Supply must still maintain sufficient stock in their storeroom to meet demands.

Issue documents for pre-expended material are prepared in the same manner as they are for other issues.

Submitting MDS Documents

After issue documents have been processed by the stock records Storekeeper, the green copies (of either NAVSUP Form 1250-1, or DD Form 1348) are sent to the maintenance office for verification of MDS data This should be done on a regular schedule and a checklist kept to show the number of documents sent to and returned by the maintenance office to prevent loss of copies. After they have been reviewed and returned, they are sent to the TYCOM data processing facility.

CHAPTER 13

MATERIALS-HANDLING EQUIPMENT

To keep the Navy supplied with the huge volume of material it needs, many types of handling equipment have been designed to haul, unload, stow, and issue this material. It is important for you to remember that whether the job is handling or stowing material, a piece of equipment is usually available for the job. Any piece of materials handling equipment is only as efficient as the person operating it. If the equipment is not used for the job for which it was built, efficiency is lost.

Throughout your Navy career, you may be required to operate or supervise an operation using materials-handling equipment Therefore, you should be familiar with the types of materials-handling equipment commonly used at naval activities. *Storage and Materials Handling,* DOD 4145.19-R-1; *Naval Ships' Technical Manual,* chapter 572; *Storage and Materials Handling,* NAVSUP P-284; and the Navy Supplement, NAVSUP P-284-1, give detailed information about materials-handling equipment.

TYPES OF MATERIALS-HANDLING EQUIPMENT

Descriptions and uses of handling equipment normally found in supply operations are contained in the paragraphs that follow.

FORKLIFT TRUCK

The forklift truck is the most widely used powerdriven piece of handling equipment used by the supply department. It is designed to pickup, carry, and stack palletized unit loads of supplies and equipment. Standard forklift trucks are available with lifting capacities of 2,000 to 15,000 pounds and lifting heights of 100 to 210 inches.

Forklift trucks are equipped with telescopic masts that permit loads to be lifted beyond the height of the collapsed mast. Most trucks have free lift, which is the height to which the forks can be raised before the inner slides move upward from the mast and increase the overall height.

Gasoline-powered forklift trucks may be equipped with solid rubber or semisolid tires for use in warehouses, or with pneumatic tires for use in outdoor storage areas. Electric-powered forklift trucks are equipped with solid rubber or semisolid tires for indoor Operations only.

Forklift trucks are generally used in the handling of palletized unit load. They may also be used for hauling boxes or containers equipped with skids and other large rigid containers or packages. They are used aboard ship, on barges, on piers, in warehouses in freight terminals, and on the ground to hoist heavy containers. In yards which are not covered with hard surfaces, the bucks must be equipped with pneumatic tires in order to operate efficiently.

While forklift trucks may occasionally be used in place of tractors, their greatest efficiency is obtained in their use for elevating palletized loads into storage and for handling palletized loads between hauling operations. They should not travel with individual loads for distances of more than 400 feet. If the operation requires longer travel, the trucks should be supplemented by tractor-trailer trains or other materials handling equipment, Personnel should use a forklift truck at each end of the haul for loading, unloading, and stacking. A 15,000-pound, pneumatic the, forklift truck is shown in figure 13-1.

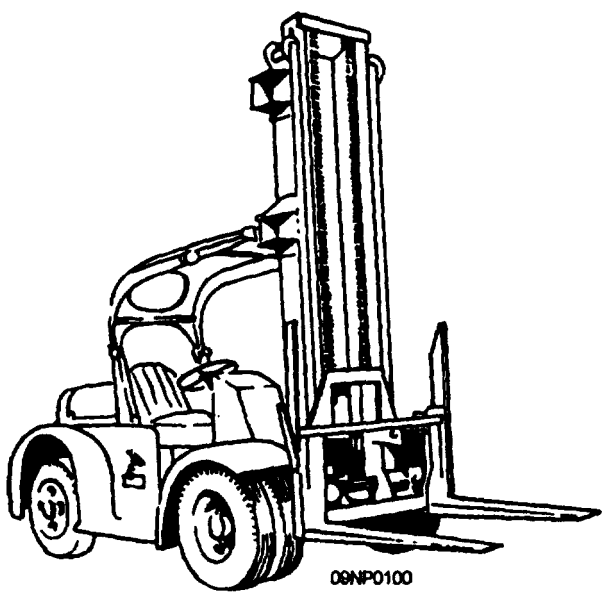


Figure 13-1.-Forklift truck.

TRACTOR-TRAILER TRAINS

The tractor-trailer train (figure 13-2) is a system of hauling with a self-propelled motor power unit connected to a series of individual load-carrying trailers.

Different types of tractors and trailers are used. Tractor-trailer trains can haul larger loads than carrier-type trucks of equal horsepower capacity. They can be operated in trains up to the total drawbar pull of the tractor. The number of trailers one tractor can keep in operation depends upon conditions such as length of haul, nature of material, and weight of the load on each trailer. Under normal conditions, one tractor should be able to keep one set of hailers loading, a second set underway, and a third set unloading. Tractor-trailer trains may be effectively used on hauls between 400 feet and 1 mile in length. A carrier-type truck is normally used for hauls greater than 1 mile.

WAREHOUSE TRACTORS

A warehouse tractor is an electric-or gasoline-powered vehicle designed to pull a train of warehouse trailers. The gasoline-powered models most used in the Navy are equipped with pneumatic tires and have rated drawbar pulls of 2,600, 4,000, or 7,500 pounds. Electric-powered models are equipped with solid rubber tires and have rated drawbar pulls of 2,000 or 4,000 pounds. Drawbar pull, the force that the tractor can exert in pushing or pulling loads, is merely a means of indicating tractor capability. The actual capacity of the tractor is normally far in excess of the drawbar pull rating. A tractor with a drawbar pull of 2,600 pounds may, for example, have an actual towing capacity of 50 tons. These are five different models of tractors that are standard for the military services.

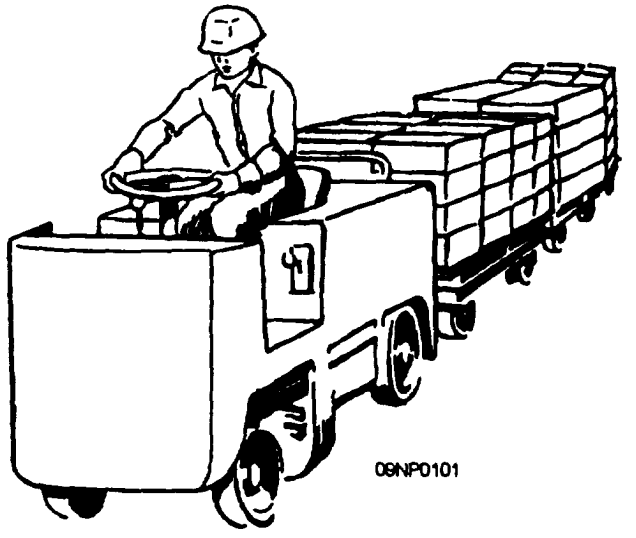


Figure 13-2.—Tractor-trailer train

WAREHOUSE TRAILERS

A warehouse trailer is a load-carrying platform mounted on casters or wheels. Standard trailers are available in a wide variety of sizes and capacities. Some are equipped with solid rubber or pneumatic tires. The caster-steering type has fixed rear wheels that carry about two-thirds of the load, and caster wheels at the front through which steering is accomplished. The caster-steering type of trailer is produced in 4,000 and 6,000-pound capacities.

HAND TRUCKS

Handtrucks may be constructed of wood or metal. They are used in phases that mechanical equipment cannot be operated because of space limitations,

The four-wheel platform handtruck (figure 13-3) may be used to advantage in breaking out retail issues for bins, carrying light loads, or for any operation involving short hauls with frequent stops. It may also be used in multistory warehouses and for small-lot stockpicking. The truck may be equipped with solid rubber tires or steel wheels.

The two-wheel handtruck (figure 13-4) consists of two handles a platform on which the load rests, and wheels attached to the bottom of the framework. A blade extends at an angle from the bottom of the platform to hold the bad.

A stockpicker truck (figure 13-5) is a handtruck used for picking stock from shelves when filling orders. The Storekeeper pushes the truck in the aisles between the shelves to carry small issues in cardboard containers, paper envelopes, or tote boxes. Some

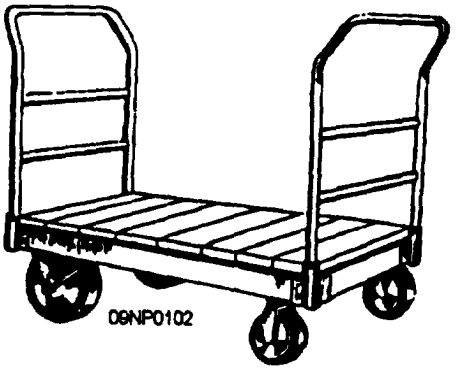


Figure 13-3.—Handtruck, four-wheel.

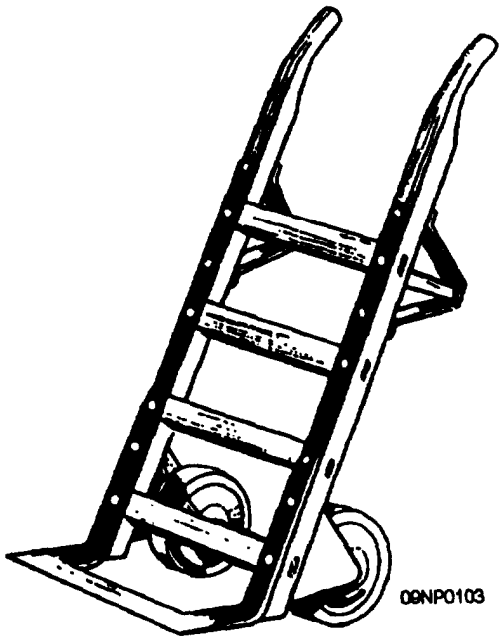


Figure 13-4.-Handtruck two-wheel.

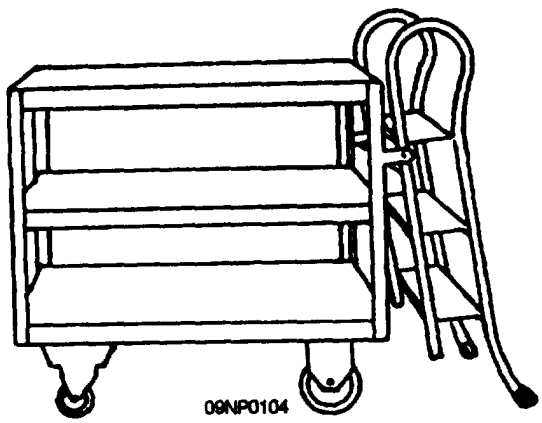


Figure 13-5.-Truck, stockpicker.

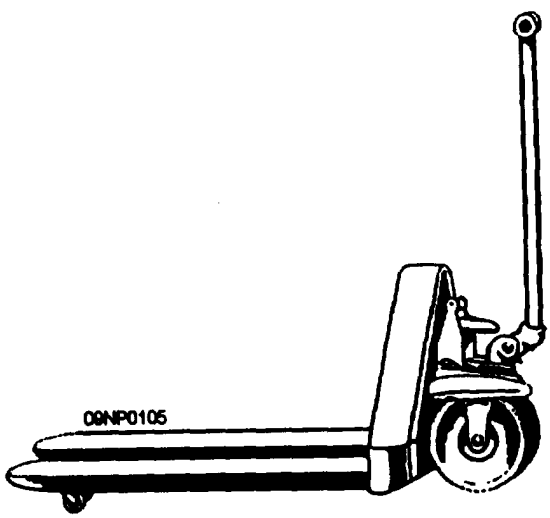


Figure 13-6.—Hand pallet truck, manual/hydraulic.

models are equipped with a ladder so the stockpicker can reach materials on high shelves safely.

HAND PALLET TRUCK

The hand pallet truck is available in the hand/hydraulic model and the electric model. The truck is equipped with two load-carrying forks that can be raised about 4 inches to carry Palletized loads. It is used to move pallet loads that do not have to be tiered and where only short hauls are required It may be used for the movement of pallet loads in boxcars or into trucks. They may also be used for in-process movements during tipping and receiving operations. They work well in conjunction with forklift trucks and can be operated where a forklift cannot because of space limitations.

The manual/hydraulic model (figure 13-6) is used whenever the operating conditions do not require a handtruck with the special characteristics of the powered model. It may be used to advantage in the loading of boxcars, trucks, and aircraft.

The electric model (figure 13-7) is used when the distance the load is to be moved, the size of the load, the presence of grades or inclines along the route, or other considerations require the use of powered equipment.

TIERING TRUCK

The tiering truck (figure 13-8) is an electric-powered forklift truck of the straddle-arm design. The forks on the tiering truck are located between two outriggers, or straddle arms. The tiering truck is more maneuverable than the standard forklift truck and can generally operate in 6-foot aisles. The standard tiering truck for the military services is the

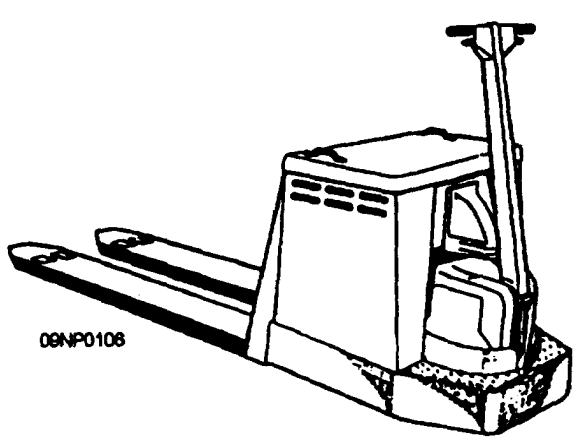


Figure 13-7.-Hand pallet truck, electric.

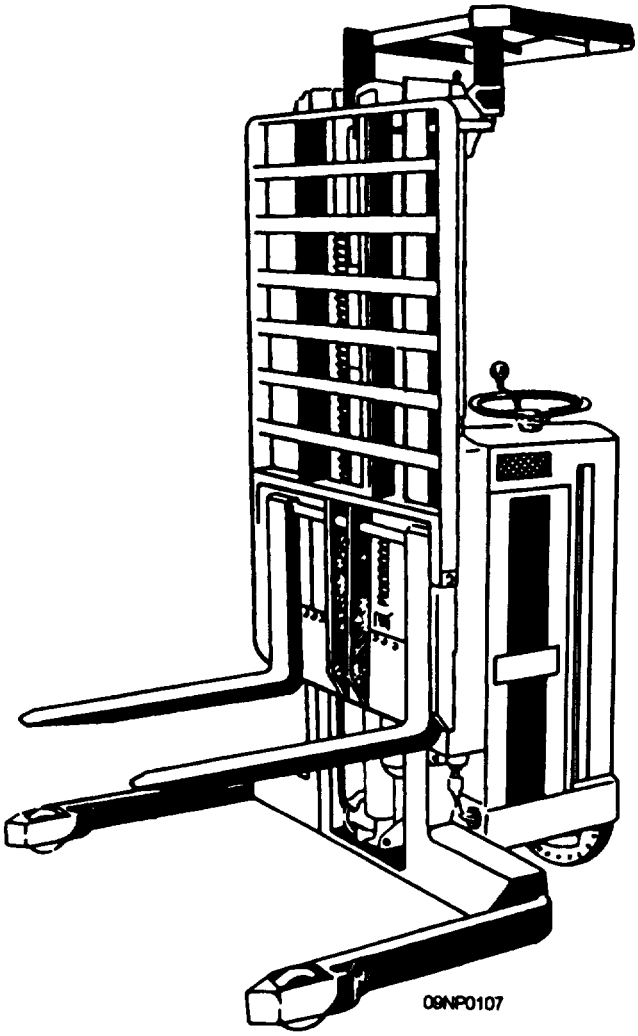


Figure 13-8.-Tiering truck.

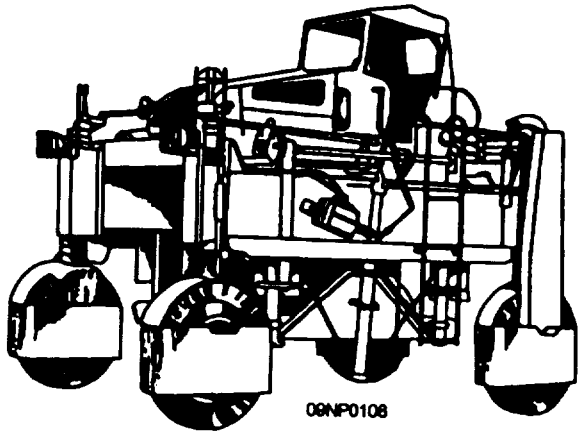
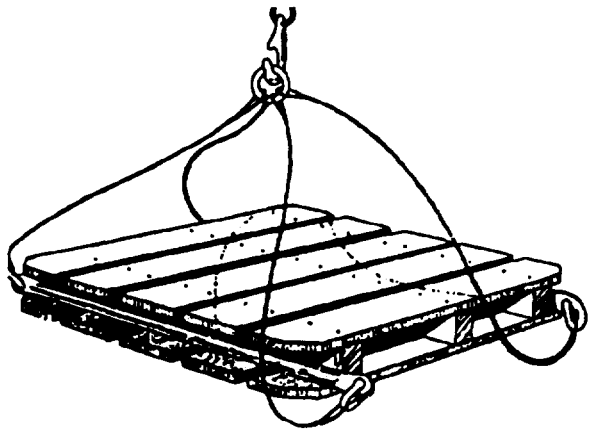


Figure 13-9.-Straddle truck.



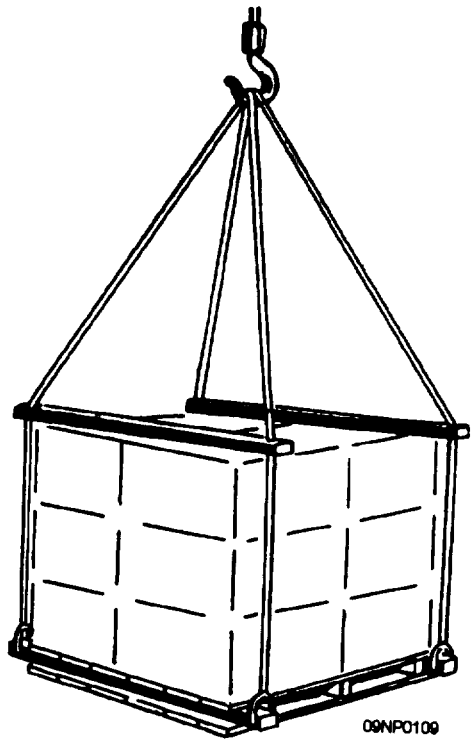


Figure 13-10.—Pallet slings.

electric-powered type that has a load capacity of 4,000 pounds and a lifting height of 68 to 150 inches.

STRADDLE TRUCK

The straddle truck is a diesel- or gasoline-powered four-wheel vehicle designed to straddle, pick up, and transport loads of long and heavy supplies such as pipe, lumber, and steel. The straddle truck (figure 13-9) is used as an efficient conveyance for intrastation movement of palletized material at many supply activities. Straddle trucks offer a faster and more efficient method of moving unitized pallet loads over intermediate distances than the tractor-trailer train.

PALLET SLING

The pallet sling (figure 13-10) is used to handle a palletized load for overhead lifting by a crane or ship's boom. Slings are normally made of cable, but line or

chain may be used depending on the weight of material to be lifted.

Slings have rigid horizontal supports at the base. Usually made of steel bars or pipes that must be of sufficient strength to distribute the load across the entire length.

Some slings have movable spreader bars at the top to prevent the load from being crushed when lifted.

PALLETS

A pallet is a wooden, steel, or aluminum platform on which supplies are loaded, transported, or stored in units. Use of pallets permits handling the material with forklift trucks, cranes, and other transporting equipment.

The standard pallet is a 40- by 48-inch platform that accommodates most packages and stores in warehouses. It is regarded as the general-purpose pallet. General-purpose pallets maybe either the flat type or box type. Flat Pallets may be single-faced or double-faced. Single-faced pallets (figure 13-11) have one platform nailed or bolted to stringers, usually made of 2- by 4-inch material. A double-faced pallet (figure 13-10) has platforms on the top and the bottom of the stringers and is excellent for stevedoring and transit-shed operations.

The box-type pallet, illustrated in figure 13-12, is used for handling small-lot items or easily crushed cargo. When discharging items from a ship to a transit shed, loading directly into a box pallet saves considerable time and labor.

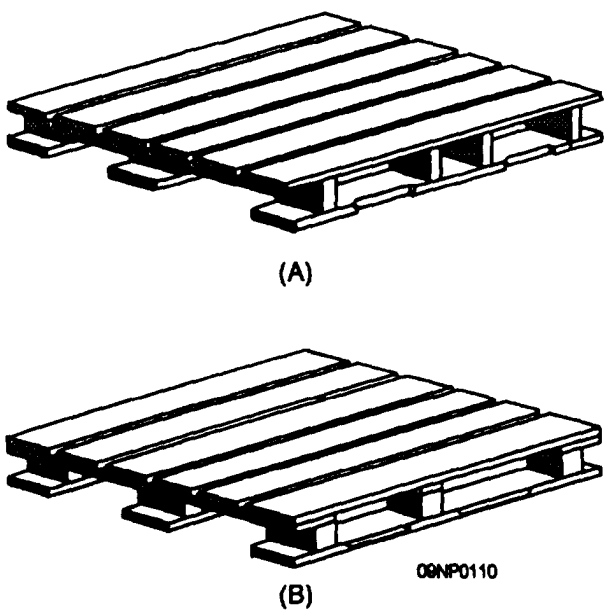


Figure 13-11.—Pallet, x 48-inches, four-way entry: (A) Partial stringers (B) Post canstruction.

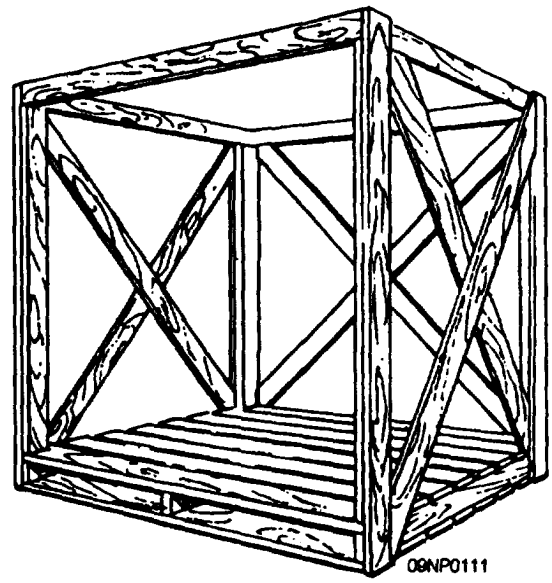


Figure 13-12.—Box pallet.

Nestable sheet metal pallets are convenient for three reasons (1) the maintenance cost is low, (2) they save storage space, and (3) you have no problem keeping them sanitary. Figure 13-13 shows a few single-faced pallets stowed alongside a stack of sheet-metal pallets. As you can see, the saving in storage space is tremendous.

Lightweight aluminum pallets also are used, but are expensive and difficult to repair.

In addition to the standard pallet there is a 48- by 72-inch stevedoring pallet, which is used primarily for transporting and storing drummed products and for stevedoring purposes. Pallet construction and illustrations on the stevedore pallet can be found in NAVSUP P-284-1.

Loading Pallets

When a pallet is loaded, three things must be considered: (1) maximum load, (2) stability, and (3) proper pallet size. The pallet must pass through all doors, aisles, and hatches likely to be encountered. The stability of the material on the pallet must be considered and a decision made as to the type of pallet to use.

Figure 13-14 shows the recommended way to load material on a pallet. The size of the boxes being loaded will determine their arrangement on the pallet. A standard loading pattern is not always appropriate.

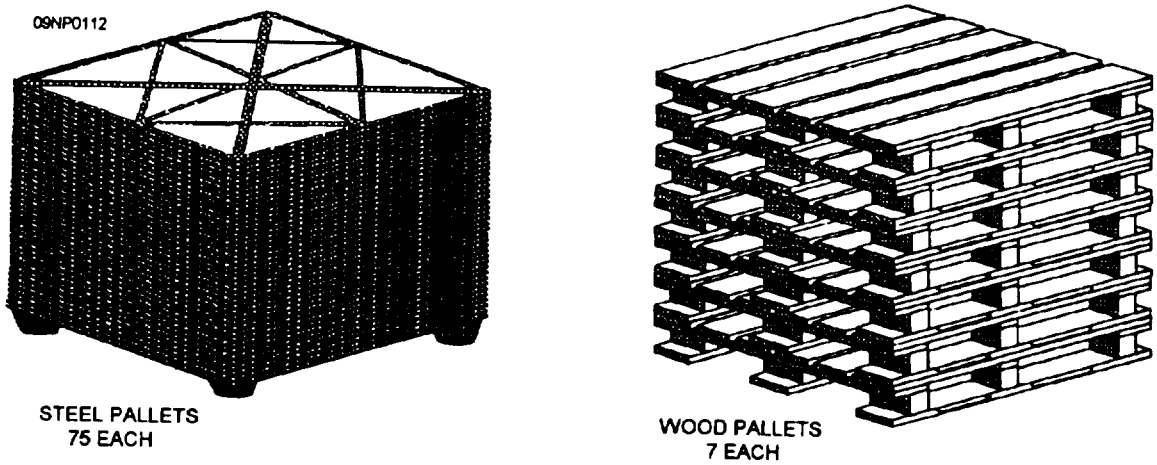


Figure 13-1.—Stowage space of wooden and sheet metal pallets compared.

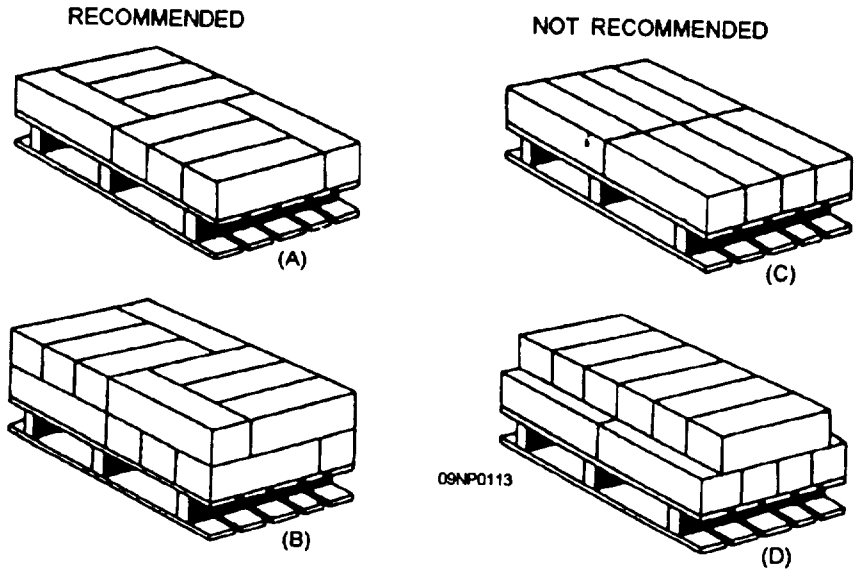


Figure 13-14.—Best way to load a pallet.

However, in the illustration you can see that the material not only fits the pallet, as recommended in A and B stacking, but is arranged so as to provide stability against slipping or sliding.

Boxes of materials are not always the same size. When this is true, place the highest and strongest cases at each end of the pallet and the smaller and more fragile cases in the center. This arrangement provides a stronger surface for a second tier of eases on the pallet and also makes it possible to place a second loaded pallet on top for storage.

When you palletize round items, such as gas cylinders, use specially constructed notched spacers or collars as shown in figure 13-15.

Palletized material that must be moved several times should be strapped. Metal or nylon strapping may be used; the number of straps required for a palletized unit depends upon the kind of handling it is to receive.

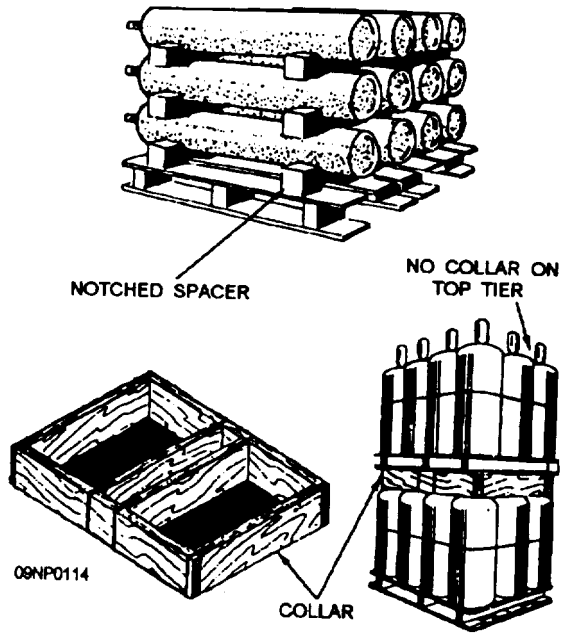


Figure 13-15.—Palletized gas cylinders.

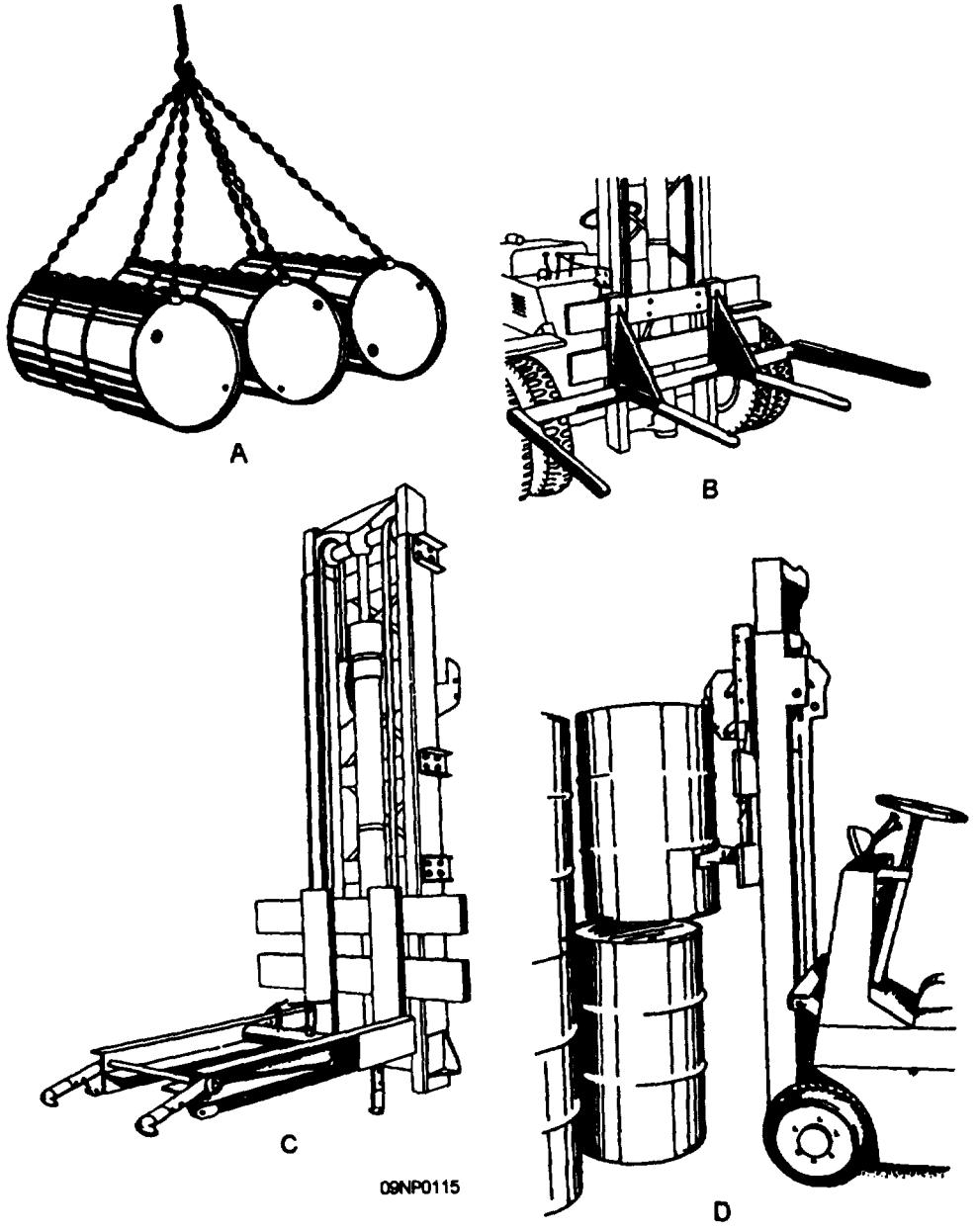


Figure 13-16.—Drum-handling equipment: (A) Sling; (B) Cradle attachment; (C) Horizontal carry attachment; (D) Vertical carry attachment.

The tool used to tighten the strapping is capable of exerting a great amount of force. Therefore you must be careful not to crush the material. Metal or folded cardboard corners may be placed under the strapping to distribute the force over a wider area and help prevent damage to the cartons or their contents.

DRUM-HANDLING EQUIPMENT

The drum-handling sling is a device for picking up drums or barrels. It was designed for shipboard loading, but may be used with a crane for any drum or barrel handling operation. The sling may be of the chain type (figure 13-16A), which is a series of chain loops and sliding hooks. It may also be of the frame type, which is a steel bar from which a series of sling hooks are suspended.

Other drum-handling equipment in use includes several forklift truck attachments capable of handling filled 55-gallon drums. Four such attachments are available. The first consists of a series of specially shaped and spaced forks that cradle the drums to be handled. (See figure 13- 16 B.) Normally this attachment is fabricated to handle three filled drums at one time. The second type of attachment, which is mounted on the regular truck forks, consists of side rails

from which specially designed hooks are suspended at front and rear (figure 13-16C). The attachment is lowered over the drums until the hooks drop into position over the drum rims. This attdachment handles two filled drums at one time. The third type of attachment, which is vertically operated, handles one filled drum at a time. (See figure 1346 D.) The fourth type of drum-handling attachment operates on the principle of vacuum. This attachment is not in wide use. This is because of the expense involved in the installation of this attachment and the fact that once installed the use of the forklift truck is restricted to drum handling only.

CARGO NET SLING

The cargo net sling (figure 13-1 7) is made of nylon straps cargo together in a crisscross pattern to form a 12 foot square or 14 foot square net. The four comers of the net have steel rings sewn in for the pickup hoist hooks or lines used to form an apex. In this type of sling no bars are used as supports. The idea being that the net closes about the material being lifted.

Cargo net slings are generally used aboard Combat Logistics Force (CLF) ships for underway replenishment (UNREP) operations support. Pallets of cargo can be placed in the net and transferred with a minimum of loss. Some ships use cargo net slings for handling miscellaneous cargo that is placed directly into the net as shown in figure 13-17.

ROLLERS, CONVEYORS, AND CHUTES

Conditions may be such that rollers conveyors, or chutes are more effective than mobile equipment or may supplement mobile equipment when a deficiency of mobile equipment exists.

Rollers

Hardwood rollers or pipes may be placed under heavy boxes or skids so that they maybe moved about in a storeroom or vehicle. Two or more rollers are used, depending on the weight of the box. The end of the box toward the direction in which the box is to be moved is raised by a hoist, lever, or other lifting device, and a roller is placed under it. The box is then pushed forward as more rollers are placed in front of it. As the box passes off a roller, the roller is picked up and placed in front of the box.

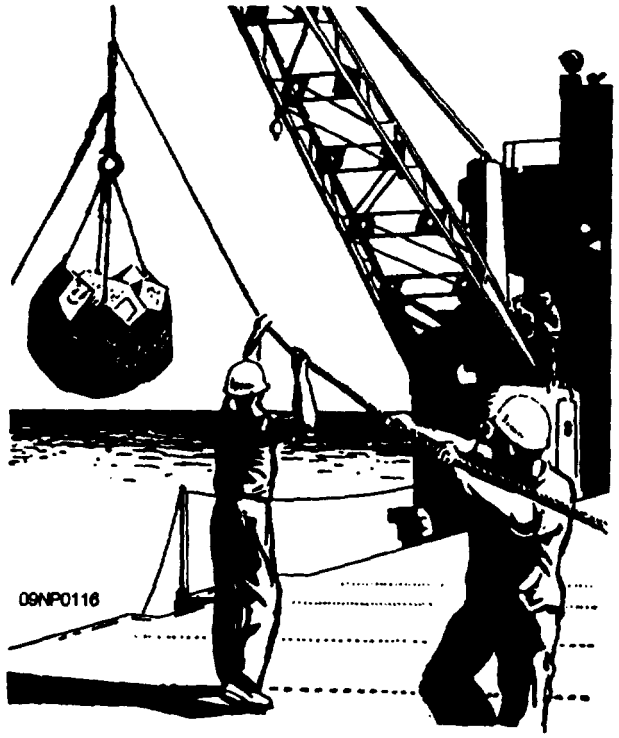


Figure 13-17.—Cargo net sling.

Conveyors

A conveyor is a device for moving supplies in a fixed line of travel. Two basic types of conveyors have been adopted as standard for the military departments, the powerdriven belt conveyor and the gravity-type roller or wheel conveyor.

The power-driven belt conveyor consists of an endless belt mounted on a frame and driven by a pulley connected to a drive motor. The belt travels over a series of rollers or a sliding bed. The belt conveyor can be used to transport materials over a fixed path of travel up inclines of as much as 25 degrees.

The roller conveyor can be installed with one end lower than the other to take advantage of gravity. It can also be installed level and the load pushed along manually. Several sections can be put together and developed into a continuous system for movement of material. The conveyor can be used on piers, in storerooms, or wherever a steady flow of supplies is desired. A drop of one-half inch per foot is usually required to keep an object in motion on the rollers. Figure 13-18 shows their use in clearing the landing area of the receiving ship during underway replenishment. Folding stands maybe used when it is necessary to clear obstructions on the deck or to pass through doors. Accesories for horizontal conveyors include turntables and curved sections.

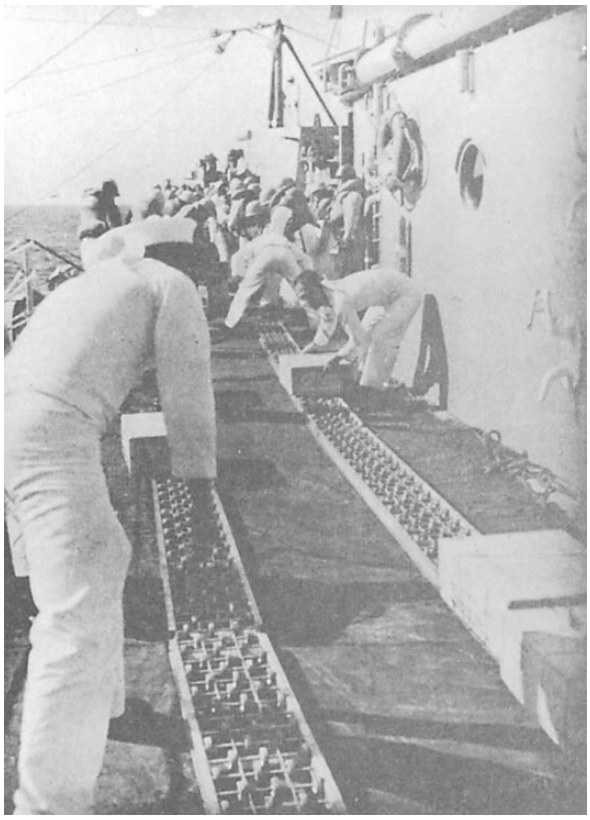


Figure 13-18.-Horizontal conveyors.

Roller conveyors with hinged gate actions are also available for warehouse operations involving the crossing of thoroughfares. (See figure 13-19.) If a roller conveyor is used, the cargo should be moved slowly enough to permit personnel at the end of the conveyor to handle the boxes. A brake may be improvised using a belt as shown in figure 13-20.

Chutes

The chute (figure 13-21) provides a rapid means of conveying packages downward. The principal application is aboard ships where a need exists to strike down stems.

CRANE

A warehouse crane is a power-driven, self-propelled unit consisting of a boom mounted on a mobile wheeled chassis. The boom can be operated independently so that sluing and topping can be accomplished without movement of the chassis. Power is supplied by a gasoline engine or by electric motors. Gasoline-powered cranes (figure 13-22) are equipped with pneumatic tires for outdoor operation. have 180 or 360 degree sluing booms, and have capacities of 6,000, 10,000, or 20,000 pounds. Electric-powered

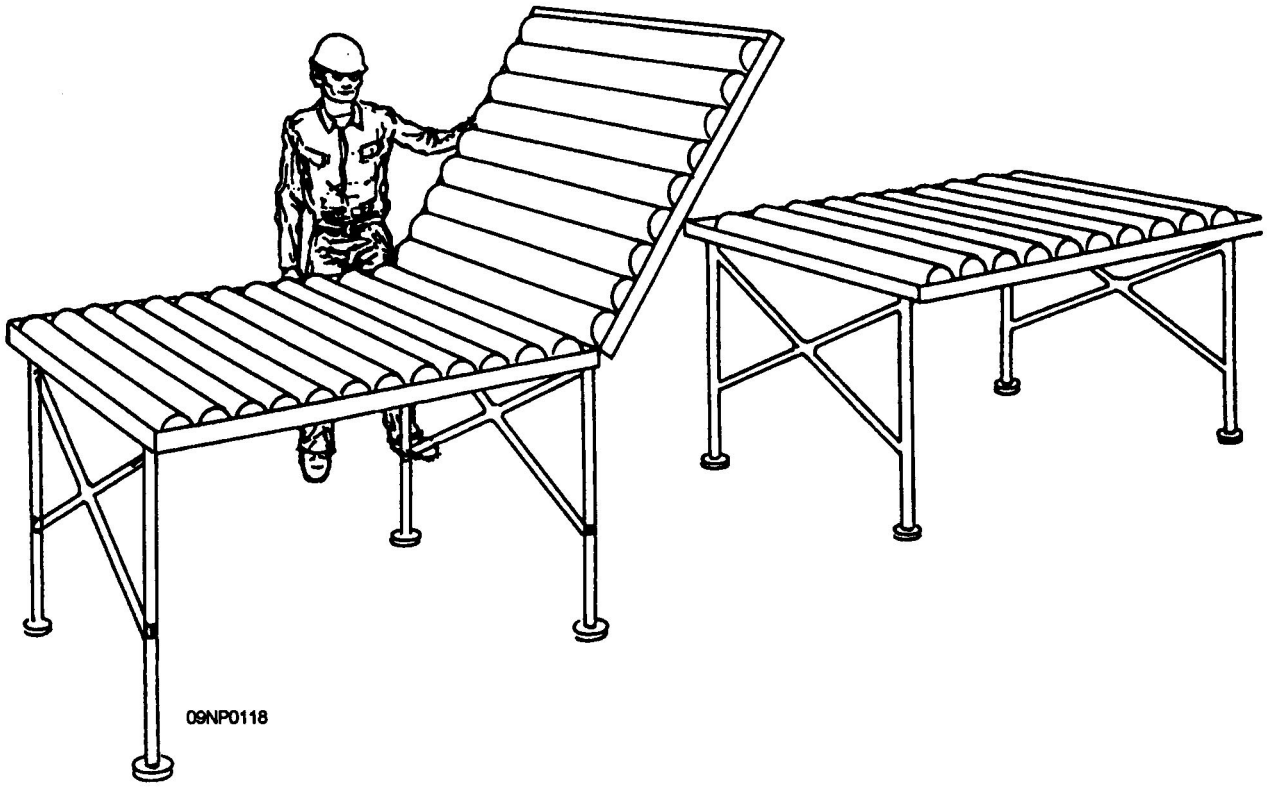


Figure 13-19.—Roller conveyor hinged gate multiphase warehouse operation.

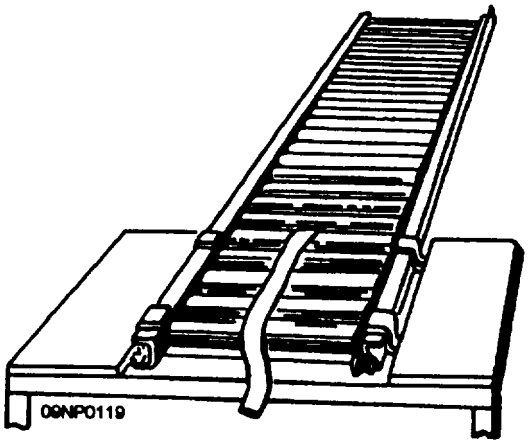


Figure 13-20.-Brake on a roller conveyor.

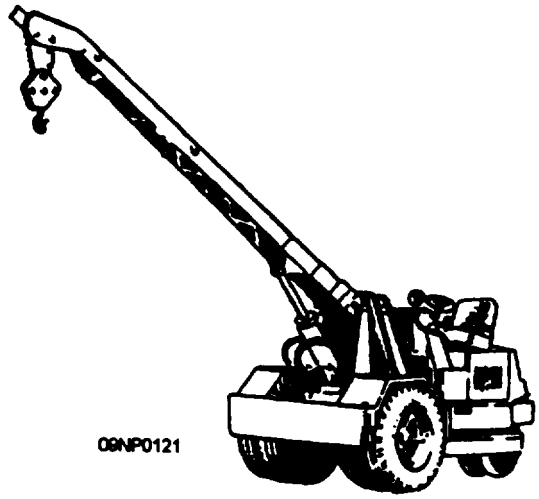


Figure 13-22.— Warehouse crane, gasoline-powered.

cranes are equipped with solid robber tires for indoor operations. They have 270 degree sluing booms and have a capacity of 6,000 or 10,000 pounds.

The mobile crane consists of a boom mounted on a truck chassis and has characteristics similar to that of a warehouse crane. However, the mobile crane has a greater topping distance and is, therefore, used in a wide range of operations.

The gantry crane is a hoisting unit mounted on a gantry (any frame or structure spanning or bridging an intervening space). Gantries may be arched, bridged, full, or half.

The unit shown m figure 13-23 is an adaptation of the overhead type of crane applied to outdoor service where no permanent elevated structure exists on which

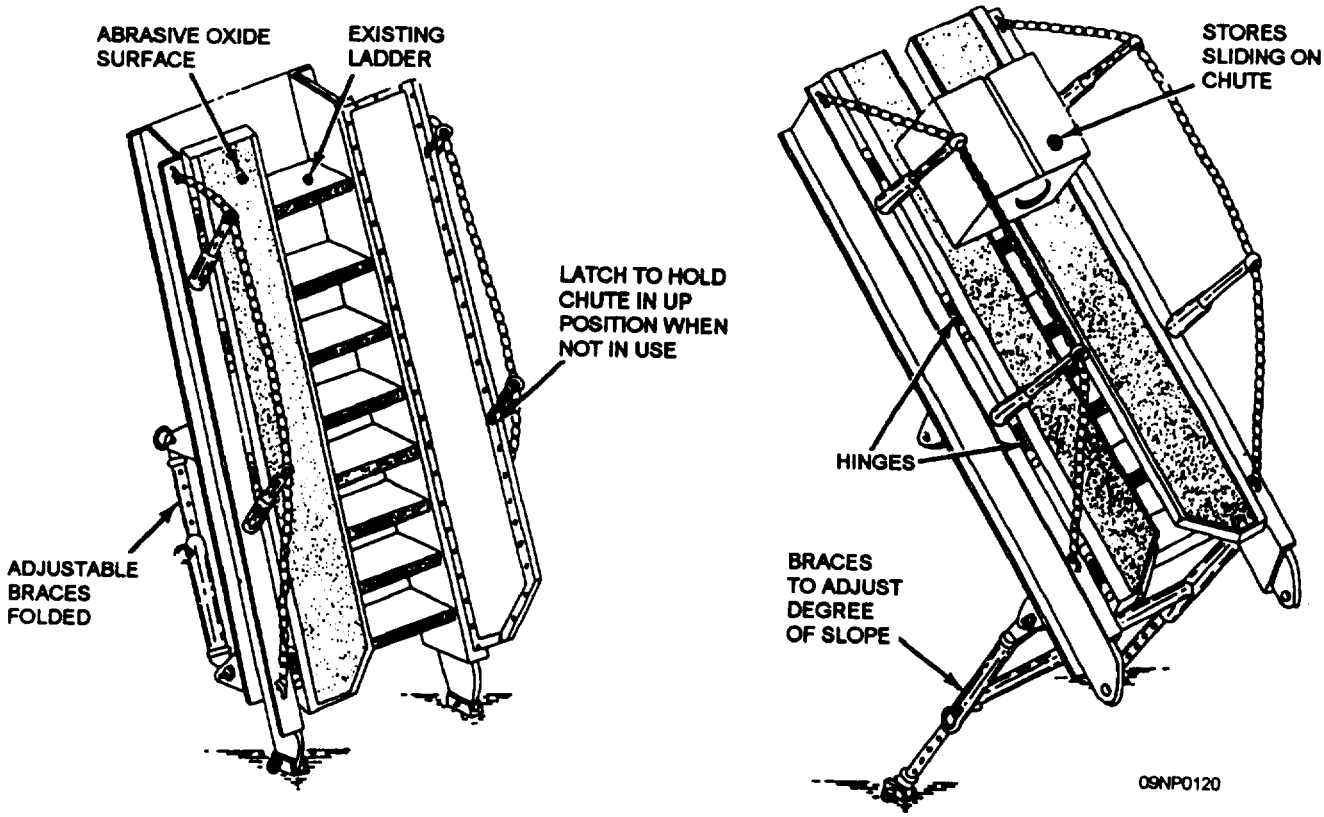


Figure 13-21.-Stores strike-down chute.

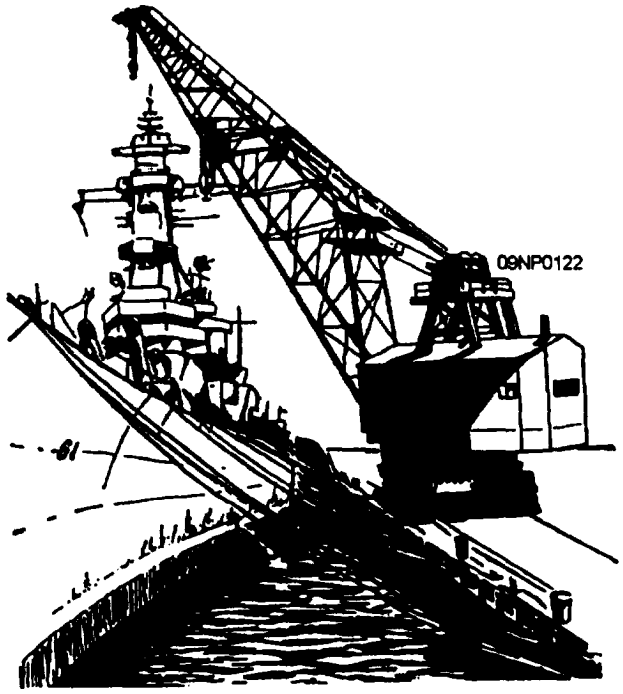


Figure 13-23.-Crane, gantry.

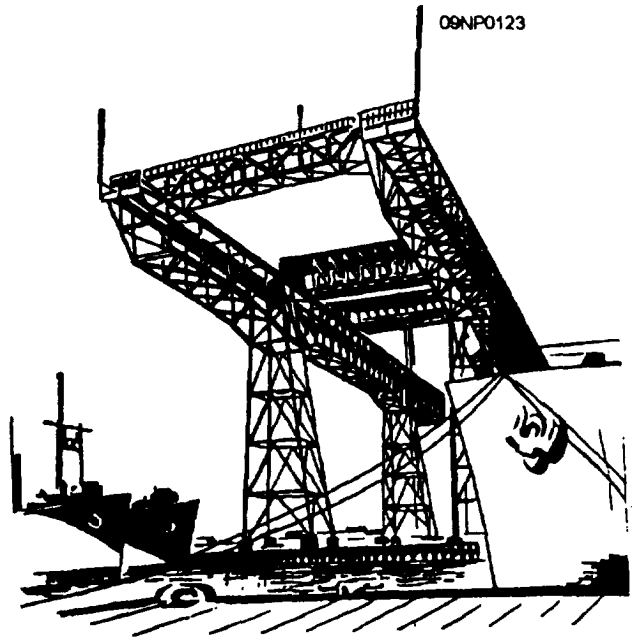


Figure 13-24.-Crane, wharf.

to install a crane. The crane bridge is mounted on trestles having legs which are generally constructed with wheel trucks for operating on tracks. Such cranes are referred to as portable gantry cranes.

If the trestles rest directly on the ground or footings, the term "fixed gantry crane" is applied. This type of crane is built especially for particular locations. It has been constructed with a span of 200 or more feet. The gantry may have a trolley running on the bridge carrying a hoist. This is the most common form and is what is meant by gantry crane. However, the gantry may have a stiff-legged derrick, a rotating pillar, a job crane, *or* a hammerhead crane mounted on its bridge as auxiliary equipment.

Because this type of crane spans the area over which it operates, it has been particularly useful in shipbuilding, in storage yards, and at docks for handling bulk material.

A wharf crane (figure 13-24) is located on and generally is a part of the wharf or pier structure. It is particularly adapted to the transfer of Cargo between the wharf or pier and a vessel.

HOISTS, PULLEYS, AND DOLLIES

Various types of hoists, pulleys, and dollies are available aboard air stations and ships for moving equipment and supplies. The SK should be acquainted with this equipment and its purpose so that as various situations arise, the SK will be able to select and use the necessary piece of equipment.

Hoists

Chain hoists or chain falls provide a convenient and efficient method for hoisting loads by hand. The chief advantages of chain hoists are that one person can raise a load of several tons, and the load can remain stationary without being secured. Manually operated chain hoists of the type illustrated in figure 13-25 can be carried and operated by one person. They are particularly useful in trucks and small storerooms aboard ship and when other more mechanized equipment is not available.

Some larger storerooms are equipped with electrically operated hoists which move along overhead trucks. These hoists have the advantages of speed and ease of operation.

Block and Tackle

A block and tackle (figure 13-26) is an arrangement of one or more pulleys with rope or cable for pulling or hoisting large, heavy objects. The block and tackle (also called tackle or pulley) is used in the same situations as the chain hoist for smaller loads.

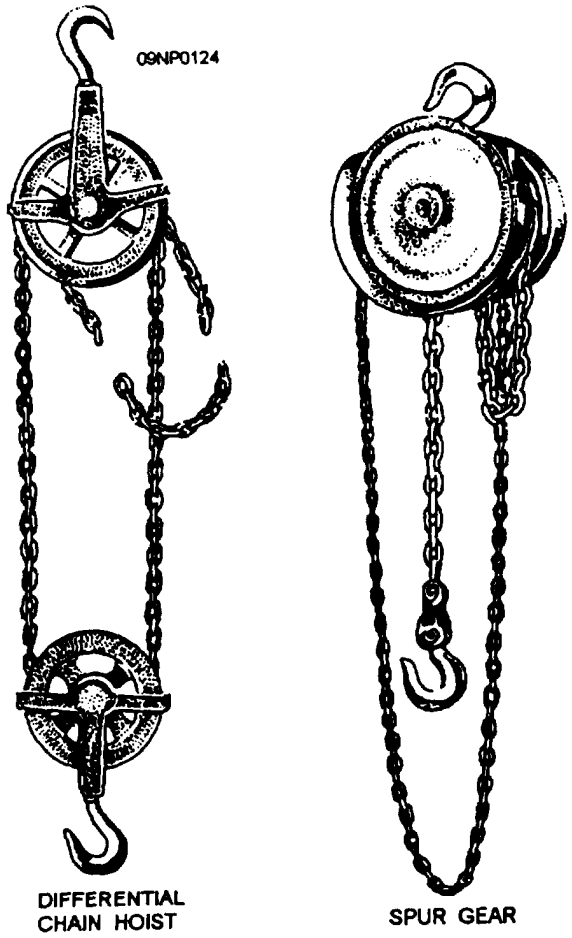


Figure 13-25.—Chain hoists.

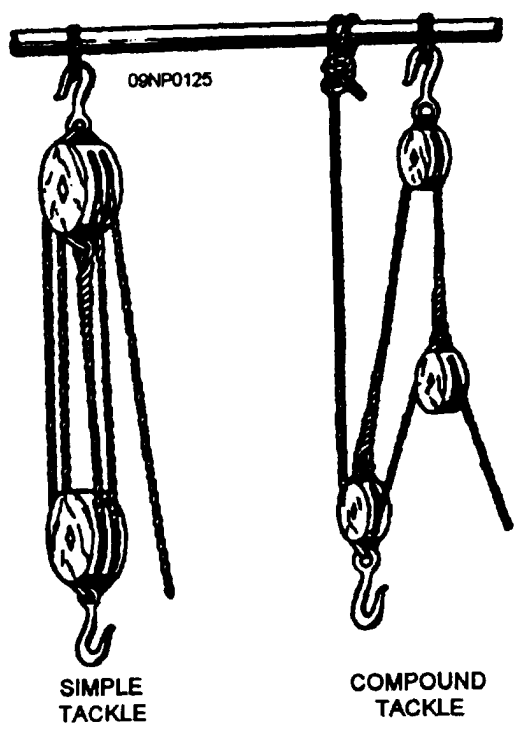


Figure 13-26.—Block and tackle.

Dollies

The dolly or dolly truck is a frame mounted on wheels or rollers and is used for moving or shifting heavy loads for short distances. Figure 13-27 illustrates the three common types used by the Navy.

The general-purpose dolly (figure 13-27A) is used to move unpalletized material, primarily large, bulky, and/or heavy items over short distances.

The pallet dolly (figure 13-27B) with a capacity of 4,000 pounds is used primarily to move palletized loads in and out of boxcars, trucks, trailers, and storerooms.

The advantages of the reefer car dolly are maneuverability, ease of operation, and suitability for

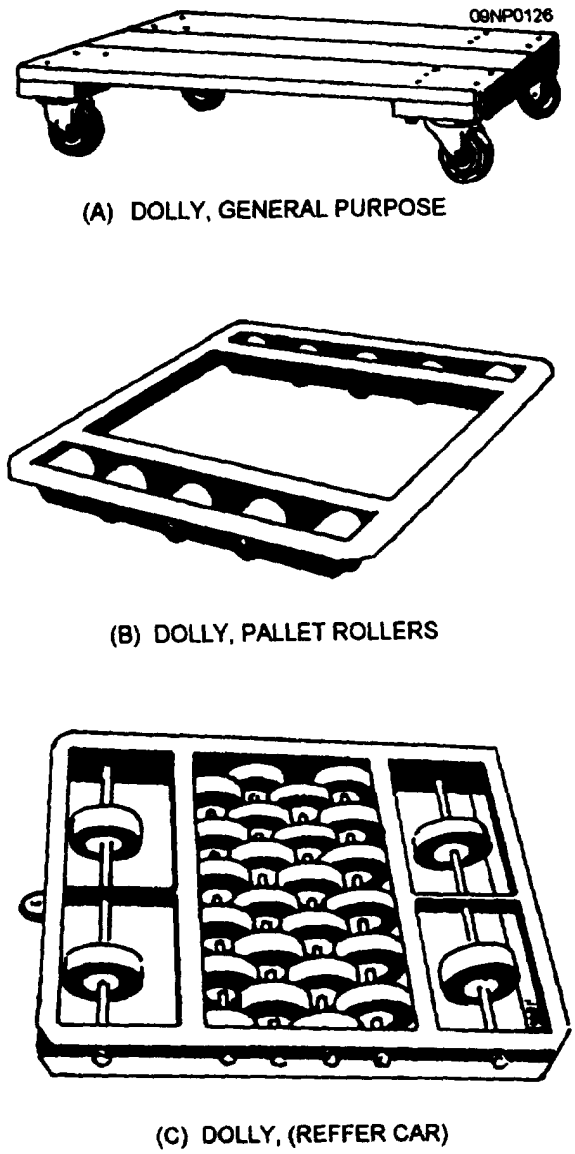


Figure 13-27.-Dollies: (A) General purpose; (B) Pallet rollers; and (C) Reefer car.

use on truck and reefer floors. The 24 wheels in the central portion (figure 13-27C) are placed slightly lower than the wheels at the ends. The wheels at the ends are held in position by springs, which allow them to move on their axles as the load is guided to its destination. The difference in height of the center and end wheels permits a certain amount of recking motion which aids in movement and guidance of the pallet load. That is, the tilting effect allows the dolly to turn, and the center wheels (on offset axles) prevent loading of wheels in slatted floors.

MATERIALS HANDLING ABOARD SHIP

The use of materials-handling equipment aboard ship is dependent upon several factors: type of ship, its physical characteristics, and quantity of material to be moved.

On cargo ships, the primary method of moving material is by cargo booms. These booms may be rigged to provide the required lift capability and to reach the required work area. The most common rig is the "yard and stay" which uses two booms and two winches with the two wire ropes (whips) corrected to a single cargo hook. In loading from or to a pier, one boom is positioned over the hold and the other rigged out so that the head of the boom is over the pier. The load may then be picked up on one boom, transferred to the second by taking in on the second whip while paying out the first whip, and lowered from the second boom.

Figure 13-28 shows a yard and stay rig with a suspended load. Also shown is one type of hatch tent.

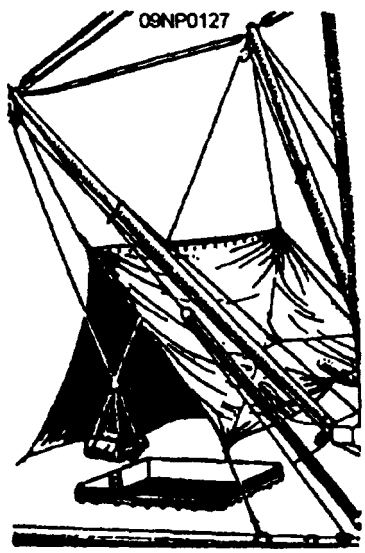


Figure 13-28.-Cargo booms with Seattle hatch tent.

The Seattle hatch tent may be used to protect personnel and cargo in the hold during inclement weather. A hatch tent provides protection not only from rain or snow but also from the sun during very hot weather.

A save-all is a device used to prevent the loss of cargo overboard during loading or discharging operations. The most common type of save-all, (shown in figure 13-29) is a net (rope or nylon) approximately 15 by 20 feet or larger. Wire rope nets and wooden platforms (figure 13-30) may also serve as save-alls. There should be a save-all rigged to each working hatch, and also beneath each brow, skid, or conveyor if the ship is loading or discharging through sideports.

You can rig a save-all by lashing one side of a net even with the bulwark. Then by securing it to cleats on the deck or bulwark, and securing the bottom of the net to the stringer on the pier. Leave enough slack in the save-all to allow for the rise and fall of the tide.

A save-all may be improvised by lashing together several cargo nets. When working light cargo, a tarpaulin may serve as a suitable substitute.

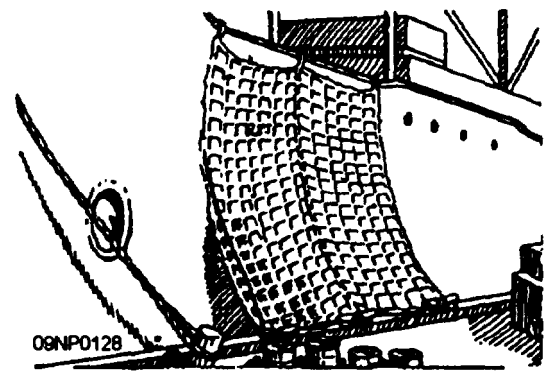


Figure 13-29.—Rope save-all.

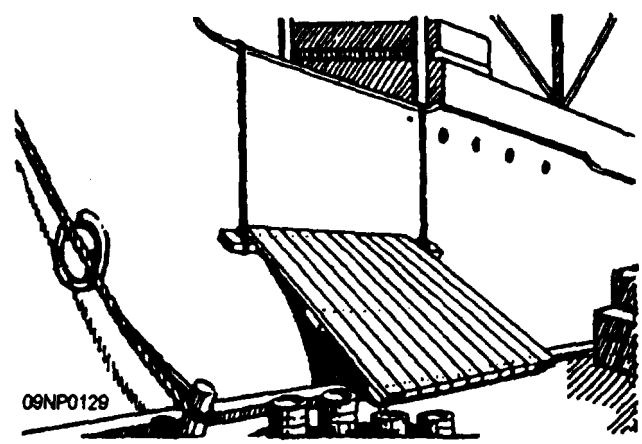


Figure 13-30.— Wooden save-all.

OPERATION AND MAINTENANCE OF MATERIALS-HANDLING EQUIPMENT

The best method for moving stores from one location to another depends upon such factors as: mechanical equipment available, number of personnel available, distance of haul, terrain, required speed of discharge or loading, storage space available, traffic pattern, lighting (if at night), and commodities to be handled. Each problem will be different; however, with careful planning and consideration of the factors that exist, workable solutions can usually be resolved.

OPERATOR QUALIFICATIONS

In order for you to operate materials-handling equipment (MHE), you must possess a valid authorization from the ship or station to which you are assigned.

Ships and stations having MHE should have a training and qualifying program (not covered in this manual). A Storekeeper should seek to qualify for operating the necessary MHE to perform the job Successful y.

MAINTENANCE RESPONSIBILITY

On board ships, preventive maintenance service is performed on all MHE by the "A" division for mechanical functions and the "E" division for electrical functions. Ashore, these responsibilities rest with the public works department. The operator, however, also has responsibilities.

Included with the operation of a vehicle are certain inspections Required before starting the equipment. The driver's inspection should include checking lights, horn, tire pressure (if pneumatic), oil, gasoline, battery, hydraulic fluid level. They should also ensure that the required tools and safety equipment are present on the vehicle. An authorized mechanic or electrician should be called to repair the equipment before further damage or an accident results if any defects are noted.

SAFETY PRECAUTIONS

Safety precautions must be observed in any cargo-handling operation to keep accidents to a minimum. However, cargo handling aboard ship requires more rigid safety precautions. Warehouses and storage areas ashore are designed and arranged to provide maximum use of materials-handling equipment. This is not usually the case aboard ship. Working space is much more confined, the use of materials-handling equipment is limited. The ease, speed, and convenience of cargo handling was not the entire consideration when designing the ship.

Safety precautions are published separately for activities ashore and for forces afloat. Those for activities ashore are published under the title of Department of the Navy Safety Precautions for Shore Activities.

Safety precautions for forces afloat are issued by systems commands, bureaus, and offices of the Department of the Navy in the form of publications, pamphlets, periodicals, and directives. The Chief of Naval Operations publishes indexes of all Department of the Navy safety precautions applicable to forces afloat. These indexes are issued as OPNAV notices with the subject classification number 5100.

Safety precautions are something you either know and observe or you do not. There is no middle ground. You cannot learn or use them halfway. Human lives (yours and those of other people working around you) and expensive equipment are at stake. Safety precautions as discussed in this chapter apply not only to the workers but to everybody in the vicinity of potential danger.

A Storekeeper should be aware of and observe safety precautions at all times. The following operating safety rules for materials-handling equipment should be observed:

- Spark-enclosed or explosion proof electric (not gasoline-powered) equipment must be used in areas where gases, flammable liquids, and ordnance material are stored.
- Equipment should be kept free of excessive grease accumulation at all times.
- Special protective equipment should be used when work involves explosives and ammunition.
- Equipment having gas-filled caps with special safety features and with fine mesh screening overexhaust pipe ends should be used.
- Forklift trucks of all types should be equipped with an overhead safety guard or steel. Exceptions are permissible only when the overhead safety guard either would increase the overall height of the forklift truck or prevent the operator from having freedom of movement.

- Equipment should be free of all unauthorized attachments.
- Spilled gasoline should be cleaned up before starting an engine. If flushing is not possible or practical, the approved absorbent material should be used. Metal shovel, metal grid, or other spark-producing tools should not be used in this process. When more than a pint of gasoline has been spilled, a person should stand by with a the extinguisher while the spill is cleaned up.
- A machine which is improperly loaded or which is not in a safe mechanical condition should not be used.
- The engine should be stopped and brakes set before the operator leaves the machine.
- Only licensed operators should be permitted to operate equipment.
- Suitable fire-extinguishing equipment should be available at all times.
- A truck or trailer should not be unloaded unless it is blocked.
- Floorload capacity should not be exceeded.
- Equipment should not be operated in excess of the maximum speed limitations.
- Stacks should not be bumped nor pushed with power-driven equipment.
- Forklift truckss should travel with forks elevated approximately 4 inches above the floor and be parked with the forks resting on the floor.
- Personnel should not be permitted to stand under loads being hoisted or lowered, nor be allowed to ride on equipment.
- Personnel may be hoisted with a forklift only when authorized and then only when a safety pallet is used.
- The load capacity should be prominently stenciled on a forklift truck; do not overload.
- Do not load a forklift truck while it is in motion.
- Tilt the mast back when transporting a load by forklift truck.
- Drive forward when transporting a load up a ramp and in reverse when going down a ramp.

The following paragraphs discuss causes of accidents, some specific danger areas, supervisory responsibility, and provide a checklist of safety precautiom

CAUSES OF ACCIDENTS

Primarily, accidents are caused by people. Equipment may be involved, but people handle the equipment. Most accidents are the result of

- Carelessness,
- Inexperience, and/or
- Wrong attitude.

Carelessness

Some locations are potential danger spots. The lack of alertness may cause accidents resulting in injury or death. People working on piers, weather decks, and in the ship's hold must be constantly on the alert for moving or falling objects. As personnel become familiar with a job, they may try to take "shortcuts; which place themselves and others in danger. Fatigue is another cause of carelessness. As people tire, they are less alert and more likely to cause an accident.

Inexperience

Unless personnel are indoctrinated and experienced in handling a particular piece of equipment, they should not be allowed to use it except under close supervision. Persons who operate cranes, capstans, winches, windlasses and other deck equipment must first get authority from the first lieutenant. A person may know how to drive a forklift, but may not be fully aware of the safety precautions that should be observed while operating it. Operating materials-handling equipment is not the only way that inexperienced personnel may cause accidents. A person working as a cargo handler for the first time may not be aware of the dangers involved. A minor mistake such as an improperly loaded cargo net may result in injury to the operator or someone else.

Attitude

Some people work around dangerous machinery or equipment, explosives, acids, electrical equipment without mishap. They take necessary safety precautions. Others, however, working around dangerous objects or in dangerous work become overfamiliar with the dangers.

They have a tendency to slack off in the practice of safety. The adage there are old electricians and bold

electricians, but there are no old, bold electricians applies equally well to cargo handling. When individuals develop poor attitudes toward their work, a change must be made. Either in attitudes or in work assignments. If previous experience indicates that a person has a tendency toward unreliability, that person should not be permitted to operate materials-handling equipment nor work in a position where the individual's unreliability could result in injury. Of course, the cause of unreliability should be determined and eliminated, if possible.

DANGER AREAS

Many types of accidents can happen when handling cargo. Some of the danger areas and causes of accidents are discussed below:

- Defective Equipment—Defective equipment such as winches, rigging, chains, nets, and bridles should not be used. Report their condition to your superior. Repairs should be made only by qualified personnel since a poor repair job may constitute a worse hazard than the defective equipment.
- Thrown Objects—Objects such as blocks, crowbars, and slings should not be thrown from the deck into the hold or onto the pier.
- Improperly Assembled Drafts—Nets and pallets should be so loaded that items will not fall during hoisting.
- Failure to Stand Clear—The warning STAND CLEAR! should be given when cargo or hoisting gear is being lowered into a hold or onto the pier.
- Cargo Improperly Landed-Cargo should be guided to a safe landing after being stopped about 1 foot above the intended landing area.
- Loads Stopped Overhead—The stopping of loads overhead should be avoided If a hoisted load must be stopped before being lowered into the hold, it should be stopped over the weather deck-never over the square of the hatch nor over the heads of personnel on the pier.
- Improper Stowage—When stowed, cargo should be tiered, tied in, stepped back, or floored off to prevent collapse. Dunnage should be used as a firm flooring for tiering. Never stow cargo, even temporarily, in a halfway manner.
- Hatch Beans or Beads—When only part of a cargo hatch is open, remaining hatch beans should be pinned or locked in place to prevent them from being dislodged and falling on personnel below. Hatch boards should be stacked well back from the hatch to prevent them from being accidentally knocked into the hold.
- Standing in Bight of Line—Individuals should not stand with their feet in the bight of a line or in the eye of a cargo strip or sling. To do so may result in broken bones or even more serious injury.
- Fires and Explosions—Fires and explosions may be caused by: (1) explosive vapor, (2) spilled flammables or explosives, (3) ignition source such as smoking, hot work, open fires, electrical equipment, naked lights, and sparks from tools, (4) heat, (5) spontaneous ignition, (6) water causing chemical reaction with certain substances, (7) improper handling, and (8) inadequate sentries.

Fire is a potential danger with almost all types of cargo. The possibility of fire or explosion is greatly increased when cargo operations involve flammables and ammunition. However, extra precautions are normally taken when these dangerous materials are handled. Probably most fires occur in ordinary combustible material (paper, rags, wood, etc.).

Since the fire hazard is not as great when handling these materials fewer precautions are usually taken and cargo handlers are apt to become careless.

- Fleet Freight—Carefully inspect all material received as fleet freight for evidence of damaged or leaking containers. Extremely hazardous conditions can result from several compounds normally used aboard ship.
- Open Hatches—Guards should be placed near open hatches and other open spaces. Safety lines must be used around such openings when cargo is not being handled through them.
- Temporarily Covered Hatches—Hatches covered only with a tarpaulin or other temporary covering are dangerous, perhaps more so than uncovered hatches, which are fully visible. temporary coverings should be used only during inclement weather, if at all.
- Riding on Hooks—Personnel should not be permitted to ride cargo-handling gear, such as hooks or nets, between pier and ship or between the deck and hold. The save-all must not be used as a ladder between the pier and the ship.

- Removed Handrails—When handrails are removed to load cargo or for other reasons, the working area should be roped off to prevent personnel from falling over the side.
- Ladders—Ladders in the square of the hatch should not be used when cargo is being lowered or hoisted in the hold. Much care must be exercised when using these ladders. Particularly when hatchboards from several decks have been removed. Stairway-type ladders should be used when they are available.
- Slippery Decks—Oil, grease, ice, or any slippery material on the deck or pier should be removed immediately or covered with sand, cinders, sawdust, or other suitable antislip material.
- Improper Lighting—When concealment is unimportant floodlights should be provided at night on the weather deck, overside, and in cargo holds. Flashlights should be available for emergencies. When entering unlighted compartments, personnel should carry portable safety lights.
- Asphyxia and Poisoning—During some cargo handling or related operations, asphyxia or poisoning may result from: (1) lack of oxygen, (2) poisonous gases or fumes, or (3) exposing skin or eyes to or swallowing petroleum products. (Some vapors may be swallowed without the knowledge of the victim.) An individual showing signs of asphyxia or poisoning should receive immediate medical attention and the cargo officer should be notified. The space should be inspected before work is continued.
- Lifting Cases—There is a right and a wrong way of picking up heavy cases of material. The correct method of lifting heavy objects is illustrated in figure 13-31. Individuals stand close to the load, with their feet slightly apart and solidly placed. With knees bent, they grasp the object firmly and lift it by straightening their legs, keeping the back as vertical as possible. When lifting from an elevated position, keep the object close to the body.

The square of the hatch should be kept clear and free of debris. Place a solid, level floor of dunnage on top of stowed cargo, when it is needed, to provide sound footing for hold workers or a safe landing area for cargo coming in. Persons in the hold must stand clear of the hatch when a draft is overhead—cargo being hoisted

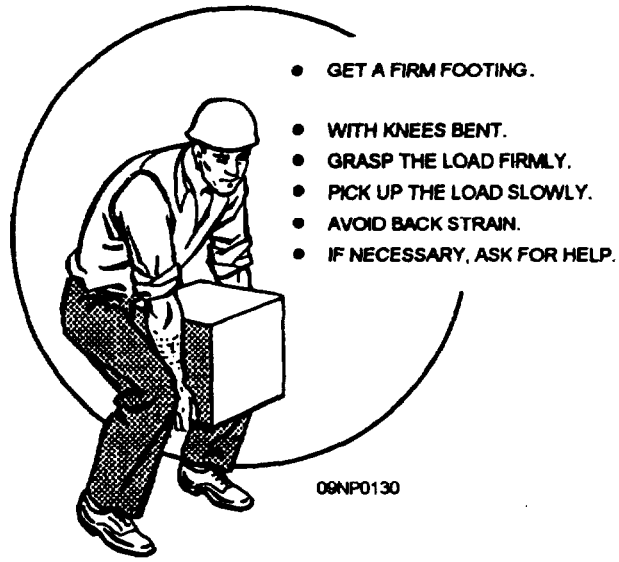


Figure 13-31.-Manual lifting.

from or lowered into the hold. The hold crew should take cover either fore or aft of the square of the hatch.

When a draft is lowered into a hold, it should be stopped approximately 1 foot above its intended landing spot. After the draft has been stopped, the hold crew should then come from under the deck and guide the draft to the desired landing area Slings or bridles are easily removed from drafts by four crewmen working in pairs. The slings or bridles should be steadied before being hoisted out of the hold. If they are permitted to swing widely during hoisting, they may become entangled in hull fittings or cargo and cause damage to the equipment or cargo or injury to personnel.

You can safely handle small cases on a horizontal conveyor described earlier. For some cargo, you may even substitute finished lumber or waxed dunnage for conveyors. If waking space permits, pallet trucks, pallet jacks, handtrucks, or dollies may be used to move cargo to the storage location.

SUPERVISORY RESPONSIBILITY

If you are in charge of a working party or cargo-handling crew, their safety and proper cargo handling are your responsibility. To prevent injuries to personnel and damage to cargo and ship, all safety precautions must be observed and enforced. Danger is ever present during the handling of any cargo aboard ship.

Through minor accidents or improper handling, cargo-handling equipment or the cargo itself may

become potentially dangerous or unusable without showing visible evidence of damage. If in doubt concerning damage to cargo or safety of equipment, report it to your immediate superior or the cargo officer.

Inspection and maintenance of the pier or wharf are primarily the responsibility of the shore station. However, such defects as bad flooring should be reported. In some cases, temporary repairs must be made to make cargo operations safe.

People may try to use faulty or incorrect cargo-handling equipment and injure themselves or others. Many accidents are caused by pure carelessness. The human factor is always present in accidents, but it can be partially overcome by

- Thorough training in the use of cargohandling equipment
- Instruction in safety
  - —Safety precautions to observe
  - —Penalties for violations of prescribed safety measures
- Alert supervision

The following is a guide you may use in discharging your responsibility as a supervisor.

- Tell and demonstrate how to work safely.
- Never permit personnel to stand or work under suspended slingloads.
- Tell and demonstrate how to grip slings and bridles.
- See that personnel stand out of the bight, and clear of the throw of the block and hook when using a bull line to move cargo.
- Show personnel how to break down or build piles of Slingloads and safely break out and stow cargo.
- Show your crew how to lift properly.
- See that your crew does not enter dark places (holds, decks, or compartments) without a light.
- Discourage the wearing of rings, gauntlet-type gloves, and trousers with legs so long that they are tripping hazards.
- Ensure that your crew wears safety shoes and helmets while handling cargo.
- Do not permit the use of holders in the square of the hatch when the hoist is moving.
- Ensure your crew's alertness. Have the hold crew take occasional breaks topside for fresh air if necessary.
- Know where to obtain suitable antislip material if the need should arise.
- Know what to do in case of injuries.
- Know the location of fire axes, hose, and other firefighting equipment.
- Know how to remove personnel quickly from the hold should a fire develop or they require medical attention.
- Observe your crew and ensure that they work in a safe manner.

Do not block passageways or openings (doors, hatches, etc.) with cargo, hatch beams, or other material, without permission from the responsible head of department. If a passage must be blocked off, do it in a manner which will enable personnel to regain quick access.

The need for speed in emergency situations or during underway replenishment may outweigh the value of some safety precautions that would ordinarily be taken. However, do not suspend a safety practice unless the degree of urgency warrants it. In all decisions affecting safety, during usual or unusual conditions, there is no substitute for good judgment and experience.

SAFE CARGO-HANDLING PRACTICES

The following list of safety precautions should be observed by all cargo handlers.

- Wear safety shoes and helmets.
- Do not wear rings.
- Use the accommodation ladder or brow for boarding or leaving the ship.
- Use the ladders in the square of the hatch only when hoist is not in motion.
- Use the walkway on ship's side away from the side on which cargo is being worked.
- Secure all lashings to permanent deck fastenings. Never depend on movable objects lying on deck (dunnage, hatch covers, etc.).
- Secure hatch rollers properly.
- Lower blocks, crowbars, slings, bridles, and other objects into the hold by cargo falls or other lines. Do not drop or threw.

- Stack hatch covers in an orderly manner. Disorderly piles create tripping and stumbling hazards.
- Lay strong backs flat to prevent tipping over.
- When removing or repairing strongbacks, keep them between you and the open hatch.
- Stand in the clear away from suspended loads,
- When steadying loads, always fire them and keep your feet in the clear.
- Stand clear of slings being pulled from under loads.
- Stand clear when strongbacks and hatch covers are handled on the deck above.
- Be particularly careful when handling objects with sharp or rough edges.
- Learn and practice proper lifting techniques to prevent strains and sprains.
- Never walk backward.
- Step down from elevations, do not jump.
- Report all defects in tools, materials, and equipment.
- Report all injuries, however slight, and get immediate first aid or medical attention.
- Do not smoke in holds or storerooms.
- Learn the location of fire alarm boxes and firefighting equipment.
- Do not engage in horseplay, practical jokes, or arguments while working cargo.

CHAPTER 14

PREPARATION AND SHIPMENT OF MATERIAL

Material movement, as discussed in this chapter, is the shipping of material from one geographical area to another. It does not include local deliveries to and from supported activities.

A lot of material moves daily in support of naval operations. This represents a substantial en route dollar value. Many of the en route items affect to some degree the operational capabilities of naval activities. Material movement is an essential link in the chain of supply support. As a result of improper documentation and marking, shipments are delayed, misrouted, or lost. Man-hours are lost tracing these delinquent shipments. More important, the lack of critically needed parts may reduce the operational readiness of the intended recipient.

You may become involved in material movement when assigned to the shipping section of a supply department. Also as a member of the supply department duty section, you may be required to ship an urgently required item to a requisitioner. You should be aware of the procedures for documenting and assembling material for shipment. This chapter discusses the procedures for shipping material using the Department of Defense Transportation System (MILSTAMP) commercial carriers, and mail. Packing and marking of material for shipment and safety requirements are also discussed.

TERMS

This chapter contains tams about the shipment of material with which you may not be familiar. These terms are found in the glossary of this TRAMAN.

SHIPPING ACTIVITY RESPONSIBILITIES

The DOD MILSTAMP prescribes the shipping activity's responsibilities and procedures for preparation, documentation, and clearance of shipments. In general, the shipping activity is responsible for the following:

- Planning the shipment.
- Determinating and assigning a transportation priority in accordance with the Uniform Material Movement and Issue Priority System (UMMIPS) and selection of the mode of shipment.
- Accomplishing the functions required in the offering and acceptance procedures for the movement of material.
- Selecting the applicable Transportation Account Code (TAC).
- Preparing shipment documents.
- Maintaining records of the shipment of material.

SHIPPING FORMS

Shipments of material may be made using DD Form 1348, DD Form 1348-1, or DD Form 1149 covering the material. You as the shipper, must maintain a log in the shipping office as your formal record of shipment

The shipping date must also be placed on the transfer document and filed.

The invoice is a very important document. This is because it actually transfers accountability from your ship to the receiver. It lists the items contained in the shipment and shows the price of each item, external markings, weight, and cubic capacity of the package. One copy goes with the shipment and another is sent to the receiving activity.

The Transportation Control and Movement Document (TCMD) is used for shipments made by other than parcel post.

TRANSPORTATION OFFICER RESPONSIBILITIES

NAVSUP Manual, paragraph 52100, authorizes only transportation officers to select the mode of carriage. This authority is restricted to Navy properly being transported within the United States. Also, under this authority the transportation medium to whom a Navy shipment will be tendered for transportation. As used herein, the term "transportation officer" applies to any individual performing traffic management functions at military activities whether or not that is the organization title of the individual. It is not expected that activities will be reorganized to reflect the term "transportation officer." The officers assigned as

described in subparagraphs 1 through 4 are designated as transportation officers as follows:

1. At naval activities having supply organizations, the senior supply officer will be the transportation officer. Or this officer may designate an assistant to act as the transportation officer. At large naval activities, an officer other than the one designated may be the household goods transportation officer.
2. At naval activities having no supply officer, the commanding officer may designate an officer to perform the duties of the transportation officer.
3. The following representatives of the Naval Material Command and their official assistants are designated as transportation officers with respect to material procured or transported through contracts under their administration.
   a Naval plant representatives.
   b. Naval plant technical representatives.
   c. Supervisors of shipbuilding, United States Navy.
   d. Naval Facilities Engineering Command officer in charge of construction.
   e. Coast Guard inspectors of construction, when the Coast Guard is operating as part of the Naval Establishment.
4. Industrial managers, assistant industrial managers, and resident industrial managers of the Naval Ship Systems Command are designated as transportation officers with respect to material procured or transported through contracts under their administration.

MILSTAMP

MILSTAMP provides a means to control the performance of the transportation system from the shipper to the users. It also provides for the efficient use of the Defense Transportation System capabilities. It permits greater efficiency in shipment planning. Documents used are uniform, and the system is compatible with MILSTRIP. A standard transportation priority system is based on the Uniform Material Movement and Issue Priority System (UMMIPS).

MILSTAMP is mandatory for all military services and other agencies using the Defense Transportation System. It does NOT, however, apply to the following:

- Internal shipments on military installations or local area shipments in support of satellite activities.
- MAP (Military Assistance Program) movements arranged by receiving countries, if the DOD Transportation System is not used.
- Shipments by mail.
- Shipments on commercial bills of lading from, to, or between contractor plants.
- Shipments of bulk petroleum products.
- Movement of passengers.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT

In any material transportation system, there is a need for certain information and data. This is accomplished with the use of a single comprehensive control document. This document is referred to as the Transportation Control and Movement Document, DD Form 1384 or TCMD. The shipper is responsible for preparing the TCMD in its various forms and formats. These include the DD Form 1348, punch card formats, and message formats. (See figure 14-1.) Any DOD activity, fleet unit, government agency, or contractor making authorized shipments within the DTS is required to use TCMDs.

Purpose of a TCMD

The TCMD is a multipurpose document designd to:

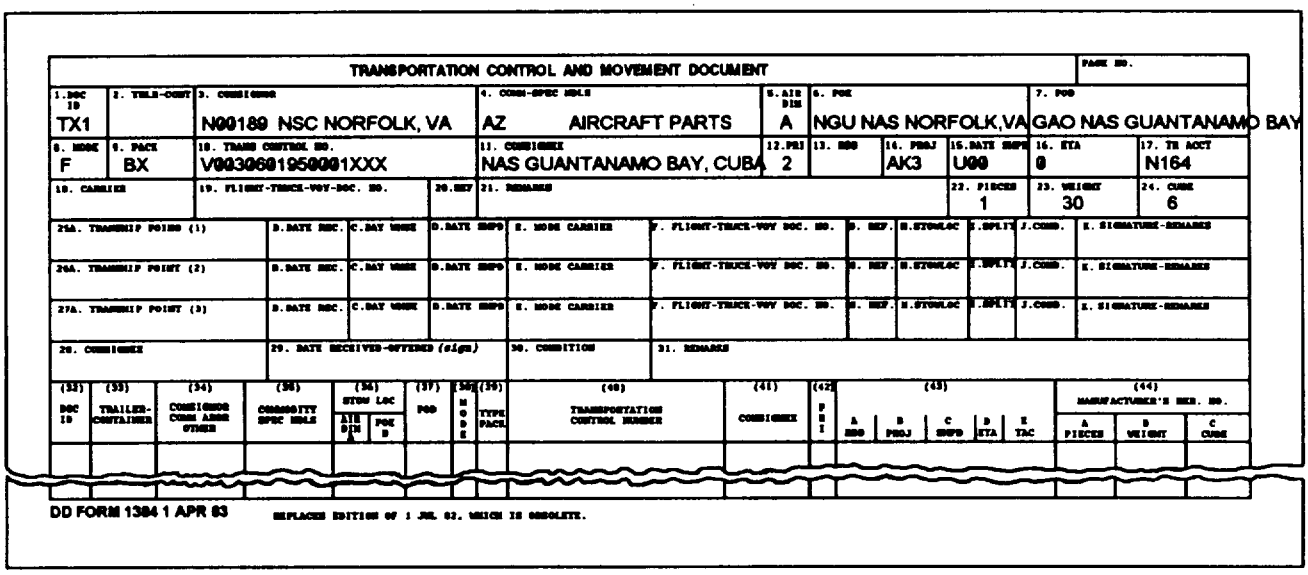
- identify the material in a shipment and provide needed transportation data It takes the place of airbills, Navy cargo documents, and material routing sheets.
- obtain clearance and provide advance notice to intermediate transshipment points that a shipment is to be expected.
- provide the information needed to trace a shipment.

Contents of TCMDs

Prime Shipment Unit TCMD Data Elements are shown in figure 14-2. MILSTAMP provides an explanation of how to prepare the TCMD.

Assignment of TCN

At this time, the shipment's unique identifying number, the Transportation Control Number (TCN) is determined and entered on the TCMD as described in MILSTAMP. The TCN is a 17-digit number.



TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT

1. DOC ID	2. TRLR-CONT	3. CONSIGNOR	4. CONS-SPEC HDLG	5. AIR DIR	6. POE	7. POD
TX1		N00189 NSC NORFOLK, VA	AZ AIRCRAFT PARTS	A	NGU NAS NORFOLK,VA	GAO NAS GUANTANAMO BAY

8. MODE	9. PACK	10. TRANS CONTROL NO.	11. CONSIGNEE	12. PRI	13. RDD	14. PROJ	15. DATE SHPD	16. ETA	17. TR ACCT
F	BX	V00306019500001XXX	NAS GUANTANAMO BAY, CUBA	2		AK3	U00	0	N164

18. CARRIER	19. FLIGHT-TRUCK-VOY-DOC. NO.	20. MST	21. REMARKS	22. PIECES	23. WEIGHT	24. CUBE
				1	30	6

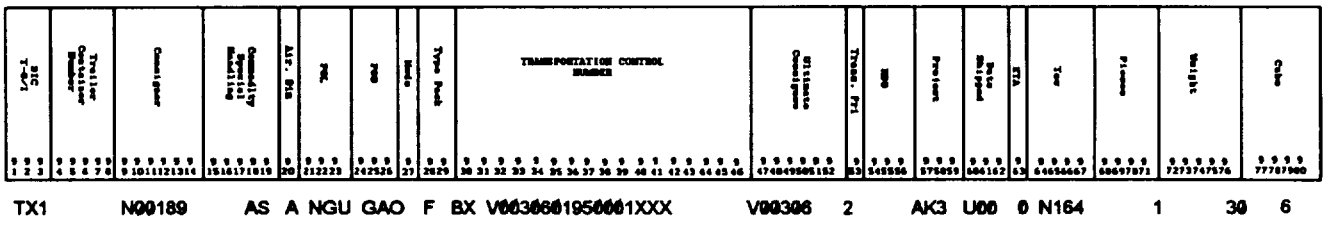
	B. DATE REC.	C. DAY WEEK	D. DATE SHPD	E. MODE CARRIER	F. FLIGHT-TRUCK-VOY DOC. NO.	G. REF.	H. STOR LOC	I. SPLIT	J. COMB.	K. SIGNATURE-REMARKS
25A. TRANSHIP POINT (1)										
26A. TRANSHIP POINT (2)										
27A. TRANSHIP POINT (3)										

28. CONSIGNEE	29. DATE RECEIVED-OFFERED *(sign)*	30. CONDITION	31. REMARKS

(32) DOC ID	(33) TRAILER-CONTAINER	(34) CONSIGNOR CONS AGENT OTHER	(35) COMMODITY SPEC HDLG	(36) STOR LOC ATK DIV A	(36) STOR LOC POE D	(37) POD	(38) NOSE	(39) TYPE PACK	(40) TRANSPORTATION CONTROL NUMBER	(41) CONSIGNEE	(42) PRI	(43) A RDD	(43) B PROJ	(43) C SHPD	(43) D ETA	(43) E TAC	(44) MANUFACTURER'S REF. NO. A PIECES	(44) B WEIGHT	(44) C CUBE

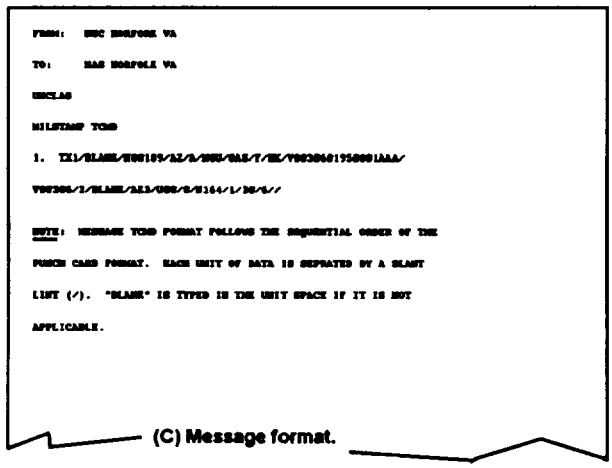
DD FORM 1384 1 APR 83 REPLACES EDITION OF 1 JUL 82, WHICH IS OBSOLETE.

(A) DD Form 1348



TX1 N00189 AS A NGU GAO F BX V00306019500001XXX V00306 2 AK3 U00 0 N164 1 30 6

(B) Punchcard format.



FROM: NSC NORFOLK VA

TO: NAS NORFOLK VA

UNCLAS

MILSTAMP TCMD

1. TX1/BLANK/N00189/AZ/A/NGU/GAO/T/BX/V00306019500001AAAA/

V00306/2/BLANK/AK3/U00/0/N164/1/30/6//

NOTE: MESSAGE TCMD FORMAT FOLLOWS THE SEQUENTIAL ORDER OF THE PUNCH CARD FORMAT. EACH UNIT OF DATA IS SEPARATED BY A SLANT (1ST (/). "BLANK" IS TYPED IN THE UNIT SPACE IF IT IS NOT APPLICABLE.

09NP013A (C) Message format.

Figure 14-1.—TCMD.

REFERENCE LIST FOR
PRIME SHIPMENT UNIT TCMD DATA ELEMENTS

Punch Card Column	DD Form 1384 Block	Data Element	MILSTAMP Reference for Codes
1-3	1	Document Identifier Code	Section I, Appendix B
4-8	2	Container or Trailer Number	Section II, Appendix B
9-14	3	Consignor	Shipping Activity DODAAC, Appendix A
15-19	4	Commodity and Special Handling Code	Section III, Appendix B (water) Section XII, Appendix B (air)
20	5	Air Dimension	Section XIII, Appendix B
21-23	6	POE/APOE Identifier	Section IV, Appendix B (water) Section XIV, Appendix B (air)
24-26	7	POD/APOD Identifier	Section IV, Appendix B (water) Section XIV, Appendix B (air)
27	8	Mode of Shipment	Section XVI, Appendix B
28-29	9	Type Pack	Section XVII, Appendix B
30-46	10	TCN	Appendix K
47-52	11	Consignee	DODAAC of ultimate consignee for shipment. From DD Form 1348-1 or other source document
53	12	Transportation Priority	Appendix L
54-56	13	RDD	DD Form 1348-1 or other source document
57-59	14	Project	DD Form 1348-1
60-62	15	Day Shipped	Section XVIII, Appendix B
63	16	ETA	Section XIX, Appendix B
64-67	17	TAC	Volume II, MILSTAMP
68-71		Pieces	Total pieces in shipment unit
72-76		Weight	Total weight of shipment unit
77-80		Cube	Total cube of shipment unit

09NP0131

Figure 14-2.-Prime Shipment Unit TCMD Data Elements.

CONSOLIDATED SHIPMENTS

When several shipments, each having a TCN, are grouped for a consolidated shipment, the shipping activity selects the TCN having the highest priority or earliest RDD from the individual shipments. That TCN is assigned to the consolidated shipment. Consolidation of shipments and assignments of TCNs are illustrated in figure 14-3.

Routing Shipments in Defense Transportation System

Transportation officers releasing Navy-sponsored shipments for movements from or within CONUS must obtain clearance from the clearance authority shown in the MILSTAMP.

For shipments originating at overseas activities, the transportation officer obtains routing and clearance from either the Navy Air Routing Activity *(NAVSUP Manual,* Volume V) or Navy Sea Cargo Coordinator (NAVSEACARCOR) *(NAVSUP Manual,* Volume V). For fleet units this function is provided by the transhipment activity.

TCMD Distribution

The TCMD is distributed by the shipping activity as prescribed by the MILSTAMP.

TCMD Update

At a transshipment point the TCMD is updated by adding the following data:

- Date the shipment is received.
- Date the shipment is forwarded.
- Mode of transportation to the next point.

A New DD Form 1384 is Prepared

When a transshipment activity consolidates several shipments. The new DD Form 1384 becomes the TCMD for the consolidated shipment. The TCN

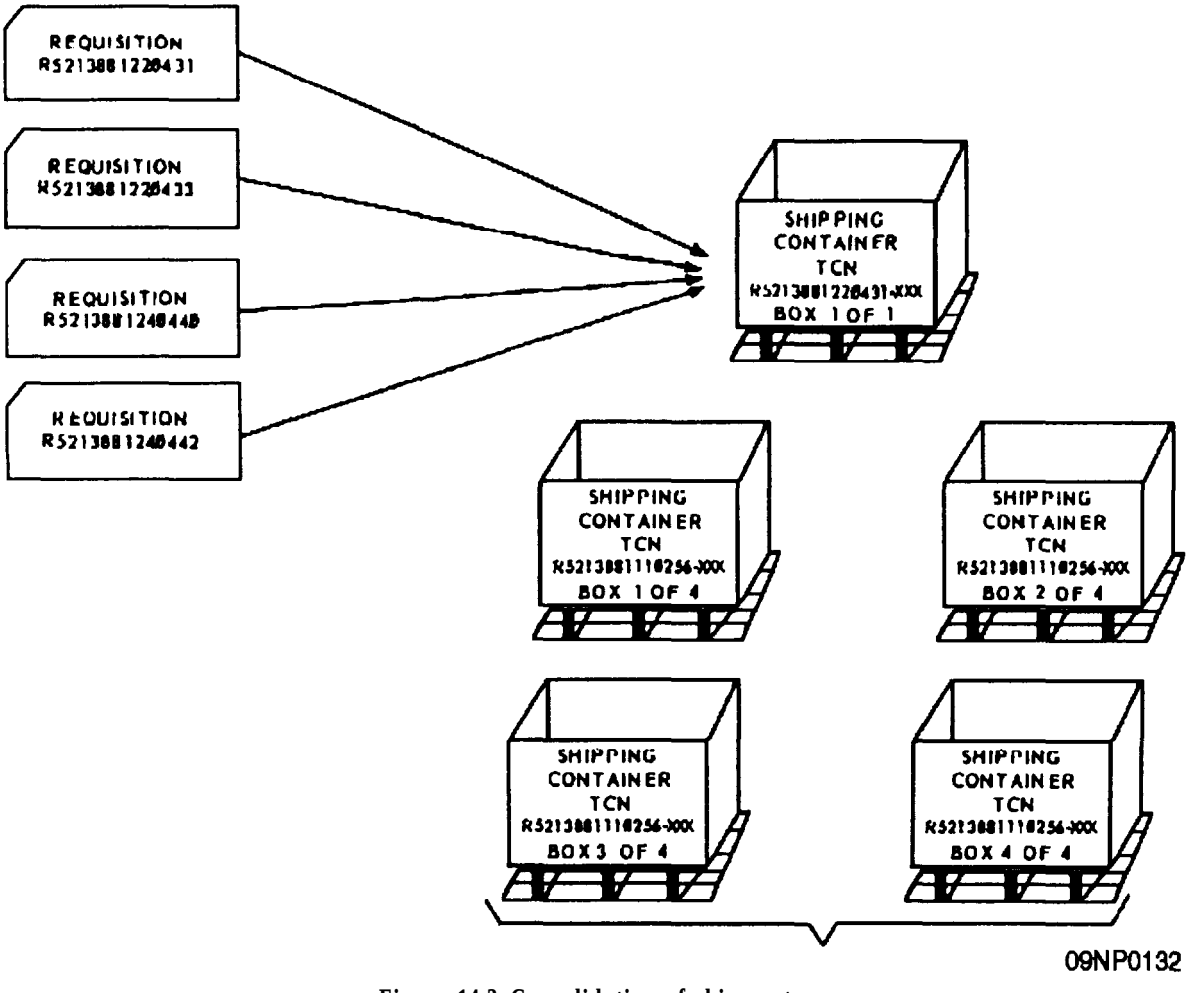


Figure 14-3.-Consolidation of shipments.

assigned in this case is, again, that of the most urgent individual shipment unit involved in the consolidation.

Evaluation of the Transportation System

An Intransit Data Card (IDC) is prepared for each TCMD by the shipping activity. The IDC is then sent to the receiving activity for use in measuring the effectiveness of the transportation system. If a transshipment activity is involved, it completes the IDC as a receiver and prepares a new IDC for the transshipment The IDC is completed by showing the receipt date (and hour for air movements) and is sent to the Central Data Collection Point. Refer to the MILSTAMP for additional information.

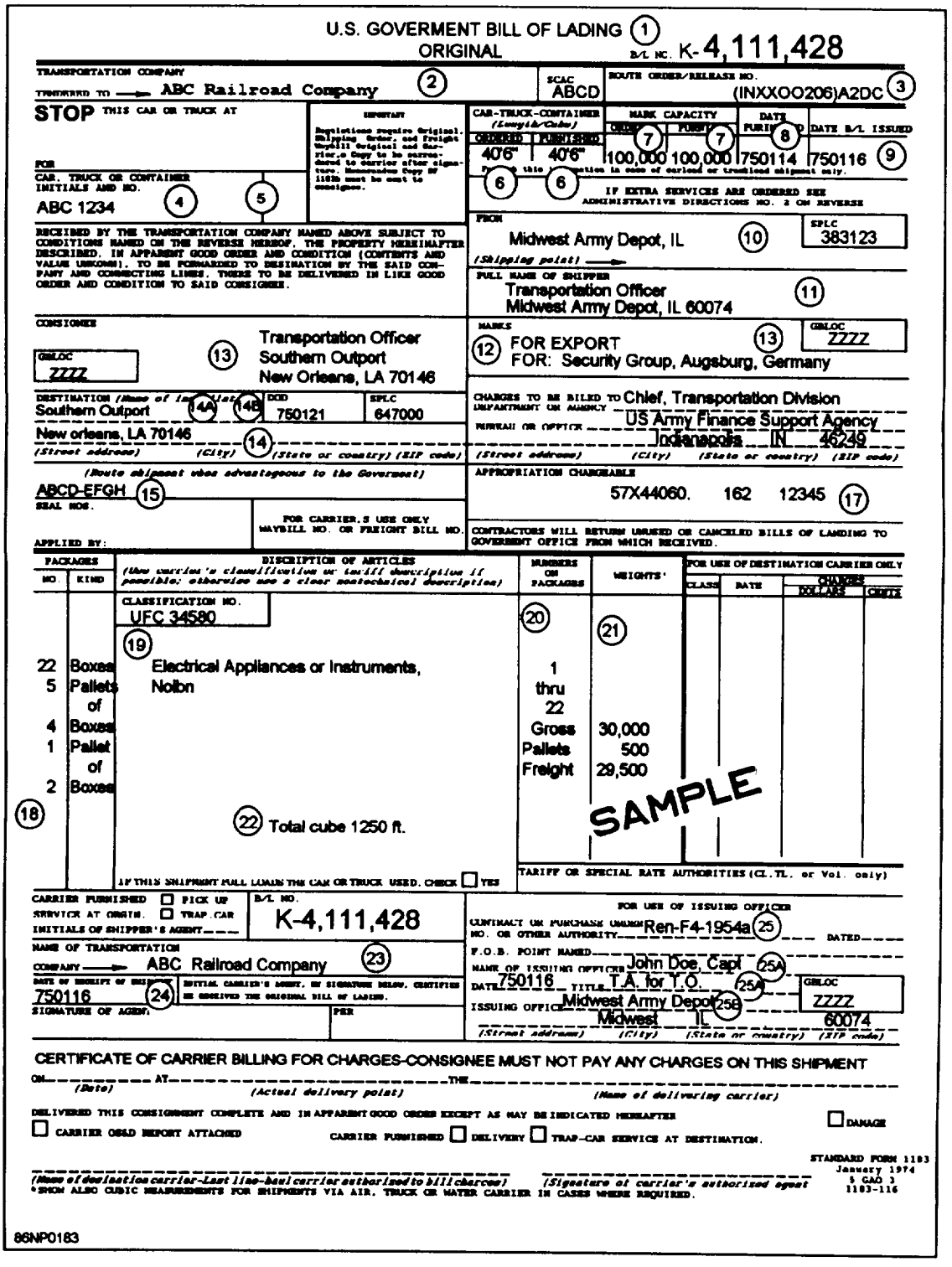

U.S. GOVERMENT BILL OF LADING
ORIGINAL
B/L NO. K-4,111,428
TRANSPORTATION COMPANY
TRANSFER TO ABC Railroad Company
SCAC ABCD
ROUTE ORDER/RELEASE NO. (INXXOO206)A2DC
STOP THIS CAR OR TRUCK AT
CAR-TRUCK-CONTAINER (Length-Code)
MARK CAPACITY
DATE PURCHASED
DATE B/L ISSUED
ORDERED 40'6" FURNISHED 40'6"
100,000 100,000 750114 750116
IF EXTRA SERVICES ARE ORDERED SEE ADMINISTRATIVE DIRECTIONS NO. 2 ON REVERSE
CAR, TRUCK OR CONTAINER INITIALS AND NO. ABC 1234
RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE SUBJECT TO CONDITIONS NAMED ON THE REVERSE HEREOF, THE PROPERTY HEREINAFTER DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE.
FROM Midwest Army Depot, IL (Shipping point)
SPLC 383123
FULL NAME OF SHIPPER Transportation Officer Midwest Army Depot, IL 60074
CONSIGNEE
GBLOC ZZZZ
Transportation Officer Southern Outport New Orleans, LA 70146
MARKS FOR EXPORT FOR: Security Group, Augsburg, Germany
GBLOC ZZZZ
DESTINATION (Name of initial line) Southern Outport
DOD 750121
SPLC 647000
New orleans, LA 70146 (Street address) (City) (State or country) (ZIP code)
CHARGES TO BE BILLED TO Chief, Transportation Division
DEPARTMENT OR AGENCY US Army Finance Support Agency
BUREAU OR OFFICE Indianapolis IN 46249
(Route shipment when advantageous to the Government)
ABCD-EFGH SEAL NOS.
APPROPRIATION CHARGEABLE 57X44060. 162 12345
FOR CARRIER'S USE ONLY WAYBILL NO. OR FREIGHT BILL NO.
APPLIED BY:
CONTRACTORS WILL RETURN UNUSED OR CANCELED BILLS OF LADING TO GOVERNMENT OFFICE FROM WHICH RECEIVED.
PACKAGES NO. KIND
DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)
NUMBERS OR PACKAGES
WEIGHTS*
FOR USE OF DESTINATION CARRIER ONLY CLASS RATE CHARGES DOLLARS CENTS
CLASSIFICATION NO. UFC 34580
22 Boxes
5 Pallets of 4 Boxes
1 Pallet of 2 Boxes
Electrical Appliances or Instruments, Nolbn
1 thru 22
Gross 30,000
Pallets 500
Freight 29,500
Total cube 1250 ft.
SAMPLE
IF THIS SHIPMENT FULL LOADS THE CAR OR TRUCK USED, CHECK YES
TARIFF OR SPECIAL RATE AUTHORITIES (CL.TL. or Vol. only)
CARRIER FURNISHED PICK UP SERVICE AT ORGIN. TRAP CAR
INITIALS OF SHIPPER'S AGENT
B/L NO. K-4,111,428
NAME OF TRANSPORTATION COMPANY ABC Railroad Company
DATE OF RECEIPT OF SHIPMENT 750116
INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES HE RECEIVED THE ORIGINAL BILL OF LADING.
SIGNATURE OF AGENT PER
FOR USE OF ISSUING OFFICER
CONTRACT OR PURCHASE ORDER NO. OR OTHER AUTHORITY Ren-F4-1954a DATED
F.O.B. POINT NAMED
NAME OF ISSUING OFFICER John Doe, Capt
DATE 750116 TITLE T.A. for T.O.
ISSUING OFFICE Midwest Army Depot Midwest IL 60074
GBLOC ZZZZ
CERTIFICATE OF CARRIER BILLING FOR CHARGES-CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT
ON (Date) AT (Actual delivery point) THE (Name of delivering carrier)
DELIVERED THIS CONSIGNMENT COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER
CARRIER OS&D REPORT ATTACHED
CARRIER FURNISHED DELIVERY TRAP-CAR SERVICE AT DESTINATION.
DAMAGE
(Name of destination carrier-Last line-Real carrier authorized to bill charges)
(Signature of carrier's authorized agent
STANDARD FORM 1103 January 1974 5 CAO 3 1103-116
* SHOW ALSO CUBIC MEASUREMENTS FOR SHIPMENTS VIA AIR, TRUCK OR WATER CARRIER IN CASES WHERE REQUIRED.
86NP0183

Figure 14-4.-Sample of a Standard Form 1103.

Bill of Lading

Shipments made by commercial carrier to a military transshipment point may be documented on both a government bill of lading (GBL) and a TCMD. The government bill of lading is for the carrier's use as a movement and revenue document to the transshipment point. The TCMD becomes the basic movement control document for the military transshipment point.

GOVERNMENT BILLS OF LADING

The U.S. Government bills of lading (Standard Forms 1103-1 106) and the U.S. Government transit bills of lading (DD Forms 1131-1134) are used to the procurement of commercial (outside of the DTS) transportation services. Only transportation officers are authorized to issue GBLs. An example of a standard form 1103 is shown in figure 144. All copies of this form are receipted by the carrier's name, the date of receipt, and the signature of the carrier's agent. The copies are then distributed as specified in the MILSTAMP. The transit bills Of lading are only used when stopoff in transit privileges are afforded under rail tariffs. They do exit but will not be discussed further in this TRAMAN. Detailed procedures for using the GBL are provided in the *Military Traffic Management Regulations* (MTMR), NAVSUPINST 4600.70

LABELS, TAGS, AND SPECIAL HANDLING CERTIFICATION

The following paragraphs contain information about military shipment labels and tags and the special handling certification requirements.

Military Shipping Labels and Tags

All shipments moving within the DTS require labeling to facilitate the timely movement of material and delivery to the consignee. The shipping activity makes sure that the right marking is applied.

The DD Form 1387 (shipment label) and DD Form 1387-1 (shipping tag), which are illustrated in figures 14-5(A) and 14-5(B) respectively, are examples of the shipment labels and tags required by MILSTAMP. The only difference is that the label is glued to the shipping container while the tag is tied on.

Military Shipment Label (DD Form 1387) and Military Shipping Tag (DD Form 1387-1) are available with a red border (W-inch wide) for transportation priority 1 and a blue border for transportation priority 2. Color identification is not authorized for transportation priority 3. Alternatively a plain form may be used provided the transportation priority number is printed in the appropriate block and the applicable color border is applied with a felt tip marker.

Special Handling Data/Certification

DD Form 1387-2, shown in figure 14-6, is applied to each piece of cargo to be shipped military air (including QUICKTRANS) when it is necessary to identify the characteristics precautionary measures, or special instructions for the safe handling of dangerous, hazardous, or classified material, or other shipments requiring special handling. Refer to List of Items Requiring Special Handling for detailed information in using this form.

Hazardous Material Labeling

The List of Items Requiring Special Handling (LIRSH) identifies hazardous items by national stock number and nomenclature. MIL-STD-755A provides for the selection and application of labels. If the material is not labeled and it is suspected of being hazardous, the HMIS or weapons office should be consulted. Care should be exercised to make sure that ammunition, explosives, and dangerous articles (weapons) are turned in only to activities that are authorized to handle such material. If the item is suspected of being radioactive, immediately consult your safety office. Some of the more common hazardous material labels are briefly discussed in the following paragraphs. Figure 14-7 contains the national stock numbers (NSNs) and form numbers for authorized labels.

FLAMMABLE SOLIDS.— Solid substances other than those classified as explosives, that are liable, may cause fires through friction, absorption of moisture, or spontaneous chemical change. Some examples are magnesium scraps, matches, nitrocellulose base film, rubber, etc.

OXIDIZING MATERIALS.— Substances that yield oxygen readily under certain conditions (such as when heated) to stimulate and/or support the combustion of organic matter. Oxidizing materials include permanganate, sodium nitrite, calcium hypochlorite (bleaching powder), chlorinated lime, etc. In addition, certain items (such as bleaching powders) are not classified as hazardous by the ICC. Because of this, materials identified as oxidizers should be identified with the appropriate label.

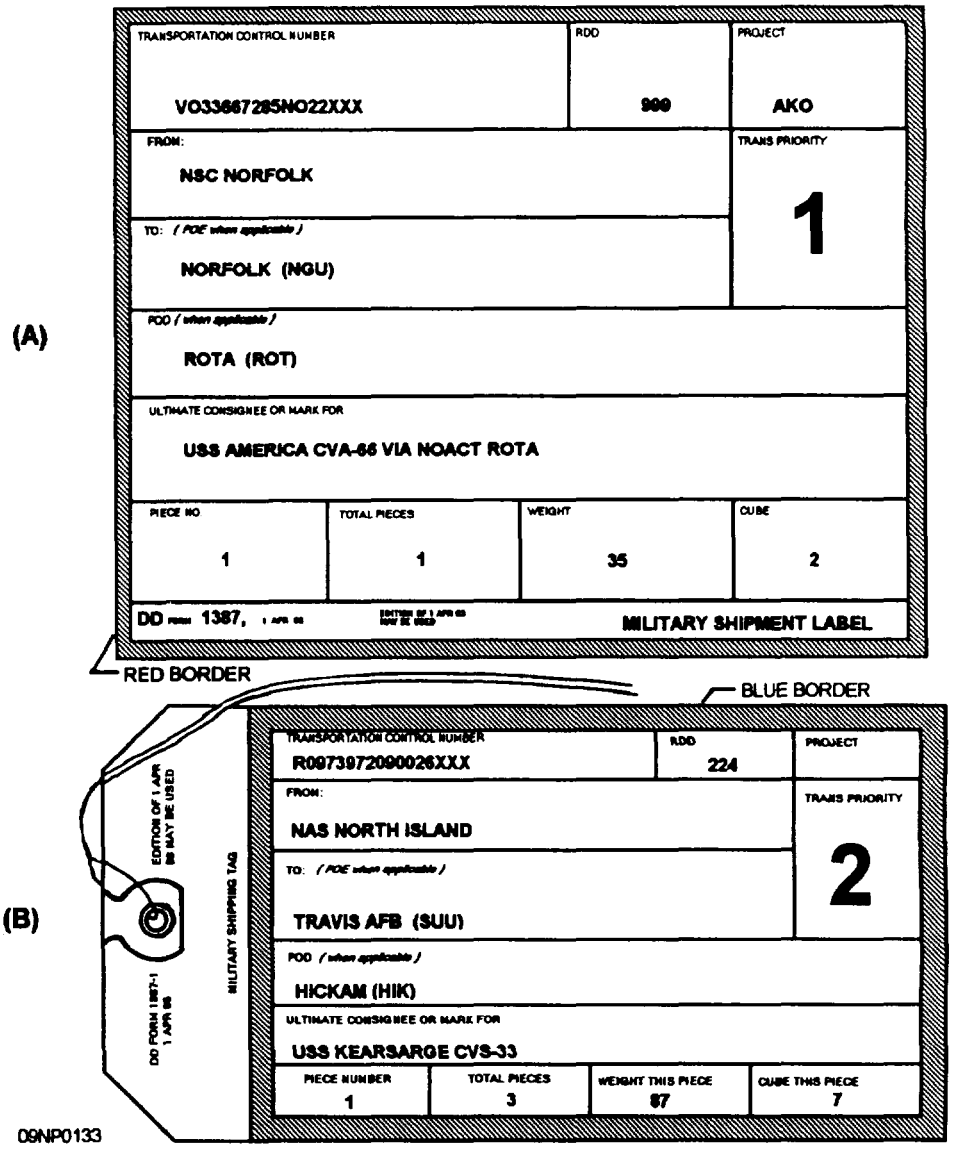


Figure 14-5.-(A) Military Shipment Label, DD Form 1387; (B) Military Shipment Tag, DD Form 1387-1.

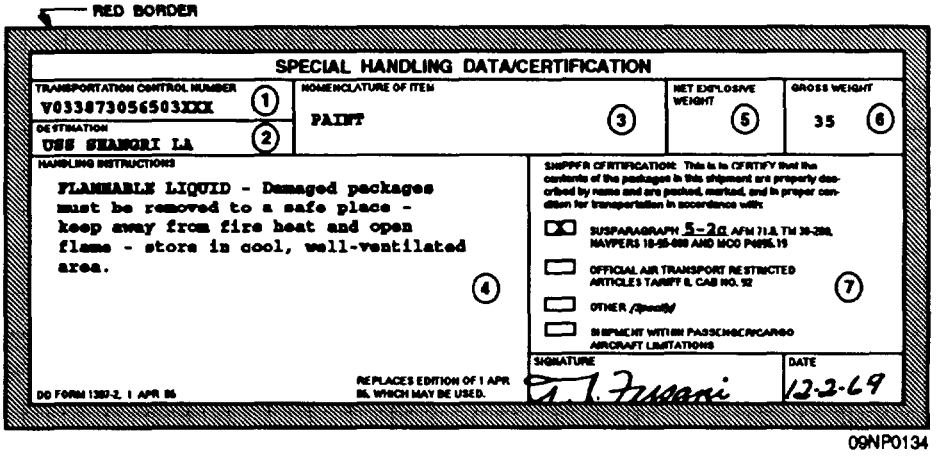

RED BORDER
SPECIAL HANDLING DATA/CERTIFICATION
TRANSPORTATION CONTROL NUMBER
V033873056503XXX
1
NOMENCLATURE OF ITEM
PAINT
3
NET EXPLOSIVE WEIGHT
5
GROSS WEIGHT
35
6
DESTINATION
USS SHANGRI LA
2
HANDLING INSTRUCTIONS
FLAMMABLE LIQUID - Damaged packages must be removed to a safe place - keep away from fire heat and open flame - store in cool, well-ventilated area.
4
SHIPPER CERTIFICATION: This is to CERTIFY that the contents of the packages in this shipment are properly described by name and are packed, marked, and in proper condition for transportation in accordance with:
SUBPARAGRAPH 5-2a AFM 71-4, TM 38-250, NAVPERS 15-55-500 AND MCO P4605.19
OFFICIAL AIR TRANSPORT RESTRICTED ARTICLES TARIFF 8, CAB NO. 82
7
OTHER (Specify)
SHIPMENT WITHIN PASSENGER/CARGO AIRCRAFT LIMITATIONS
SIGNATURE
T. J. Frisani
DATE
12-2-69
DD FORM 1387-2, 1 APR 86
REPLACES EDITION OF 1 APR 86, WHICH MAY BE USED.
09NP0134

Figure 14-6.-Special Handling Data/Certification, DD Form 1387-2.

FLAMMABLE LIQUIDS.— Liquids having a flash point below 100 degrees F and do not meet one of the compressed gas definitions.

CORROSIVE LIQUIDS.— Acids, alkaline, and other liquids that, when brought into contact with living tissue, will cause severe damage by chemical action. In case of leakage, these substances will materially damage the aircraft structure (in case of air shipment), or will destroy other freight, or cause fire when in contact with organic matter or with certain chemicals. Corrosive liquids include nitric acid, sulfuric acid, battery fluid, etc.

POISONOUS MATERIALS.— Poisonous materials are divided into three classes as follows

1. Class A, Extremely dangerous.
2. Class B, Less dangerous.
3. Class C, Imitating or dangerous to health.

The label for poisonous materials is the same size and shape as the other labels.

HAZARDOUS RADIOACTIVE MATERIALS are identified by labels shown in figure 14-7.

HAZARDOUS MAGNETIC MATERIALS are identified by labels shown in figure 14-7.

INDUSTRIAL CHEMICALS/MATERIALS are identified by MIL-STD Symbol 1341. The MIL-STD symbol is a square label within which is centered a large diamond symbol, segmented into four parts. The top three parts reflect the type of hazard with respect to health, flammability, and reactivity and the lower fourth part reflects the specific hazard of the material, when not specifically describable by any or all of the other three parts. In addition, the categories of health, flammability, and reactivity show numerical degrees of hazard varying from zero (0) through 4 to signify no hazards, slightly dangerous, moderately dangerous, dangerous or extremely dangerous, respectively. (See figure 14-8.)

BASIC CARGO DOCUMENTS

Basic cargo documents are normally prepared by the loading activity. They are used to standardize shipping procedures for military cargo or military-sponsored cargo. These ducuments are:

- Cargo Stowage Plan. (No prescribed form.)
- Cargo Manifest Water. The Navy currently uses Transportation Control and Movement Document (DD Form 1384). Other services use Cargo Manifest (DD Form 1385).
- Cargo Manifest Recapitulation (Water) (DD Form 1386).

The following paragraphs discuss the use of these documents.

Cargo Stowage Plan

A cargo stowage plan is a diagram of a ship's cargo space that shows the location in the ship (on and below deck) of all the cargo aboard. The stowage plan shows accurately the location of cargo by hatches. It also shows the cargo for each port en route, the location of heavy lifts, the capacity and location of ship's booms, remarks on special items of cargo (location and quantity of mail, classified cargo, protected cargo, and so forth).

The stowage plan shows cargo in the lower holds in profile (side view) and cargo on the deck and 'tween deck (top view).

The cargo for each port of discharge is shown on the stowage plan by a different color. If it is not practical to use a color code, the stowage plan may show the location of cargo by cross-checking, shading, or some other means. If all the cargo is for one port, no coding is necessary.

All cargo is shown on the stowage plan in long tons (2240 pounds) and measurement tons (40 cubic feet).

The cargo stowage plan serves much the sane purpose as the stock locator file does in the storeroom. It helps organize loading so that the cargo is accessible for unloading and quickly identifies the location and type of cargo for any given port.

Ocean Manifest

The Transportation Control and Movement Document (TCMD), DD Form 1384, and the Cargo Manifest, DD Form 1385, are commonly referred to as the Ocean Manifest. Each loading activity prepares the manifest to cover all cargo loaded at that point. A separate manifest is prepared for each discharge port, each hatch location, and each consignee.

ADD Form 1384 is shown in figure 14-9 prepared for an ocean manifest.

Cargo Manifest Recapitulation

A Cargo Manifest Recapitulation, DD Form 1386. is a summary of all the cargo loaded into a ship by each shipping activity, as listed in detail on the ocean manifests covering the cargo. This recapitulation shows:

- Name of ship
- Status of the ship

Figure 14-7.—Authorized hazardous material labels.

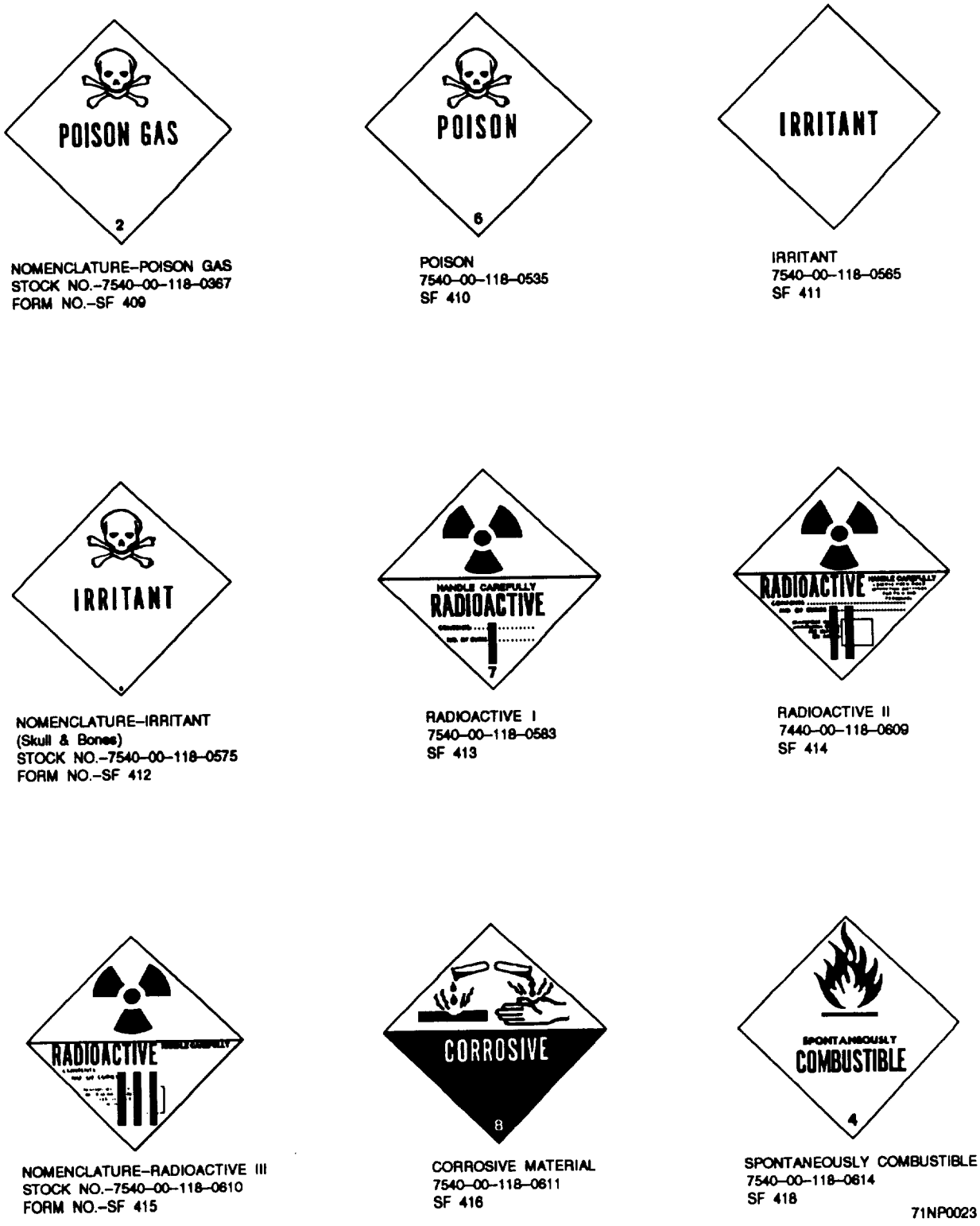


Figure 14-7.-Authorized hazardous material labels—Continued.

- A listing of all heavy lifts by location and destination and a notation to show whether they can be handled by the ship's equipment
- A listing of mail by location and destination
- Total cargo aboard for each service and each port of discharge
- Government-owned dunnage, lashing, and securing gear.

NOMENCLATURE--MAGNETIC
(15 FOOT) 5" X 5"
STOCK NO.–7540–00–139–4757
FORM NO.–OF 75

A

MAGNETIC (15 foot) 10" x 8"
7540–00–139–4758
OF 76

NOMENCLATURE–MAGNETIC
(50 foot) 5" x 4"
STOCK NO.–7540–00–139–4777
FORM NO.–OF 78

B

MAGNETIC (50 foot) 10" x 8"
7540–00–139–4784
OF 79

71NP0024

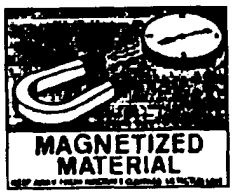
Figure 14-7.—Authorized hazardous material labels—Continued.

FLEET FREIGHT

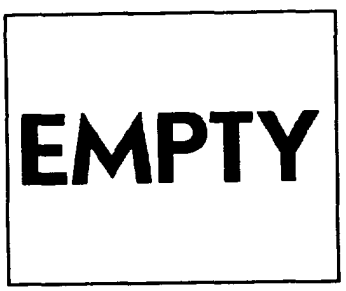
Freight may be defined as material received aboard naval ships for shipment to a specified consignee at another location. The term refers to material carried by other than cargo ships. On ships that are not primarily cargo ships, the supply officer is responsible for the receipt, stowage, and delivery of freight. The same documents, described above, are prepared by the shore activity that delivers the material to the ship.

NOMENCLATURE-DANGER-PELIGRO
FORM NO.-L-20

DANGEROUS WHEN WET
7540-00-118-0880
SF 419

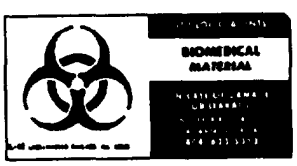


MAGNETIZED MATERIAL
LABELMASTER L-19

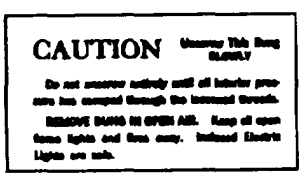


NOMENCLATURE-EMPTY
STOCK NO.-7540-00-118-0613
FORM NO.-SF 417

NOMENCLATURE-HARMFUL
FORM NO.-MCO-20



NOMENCLATURE-ETIOLOGIC AGENTS
STOCK NO.-7540-00-149-0575
FORM NO.-SF 240



BUNG
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OF 77

71NP0025

Figure 14-7.-Authorized hazardous material labels—Continued.

There may be occasions when you will have to assist in receiving, stowing, and distributing freight. As the material and documents are delivered to the ship, a careful piece count must be made. The supply officer is required to receipt for all material accepted as freight. It is not necessary to verify the contents of containers with quantities shown on invoices, but they should be checked for damage and evidence of tempering and/or pilferage.

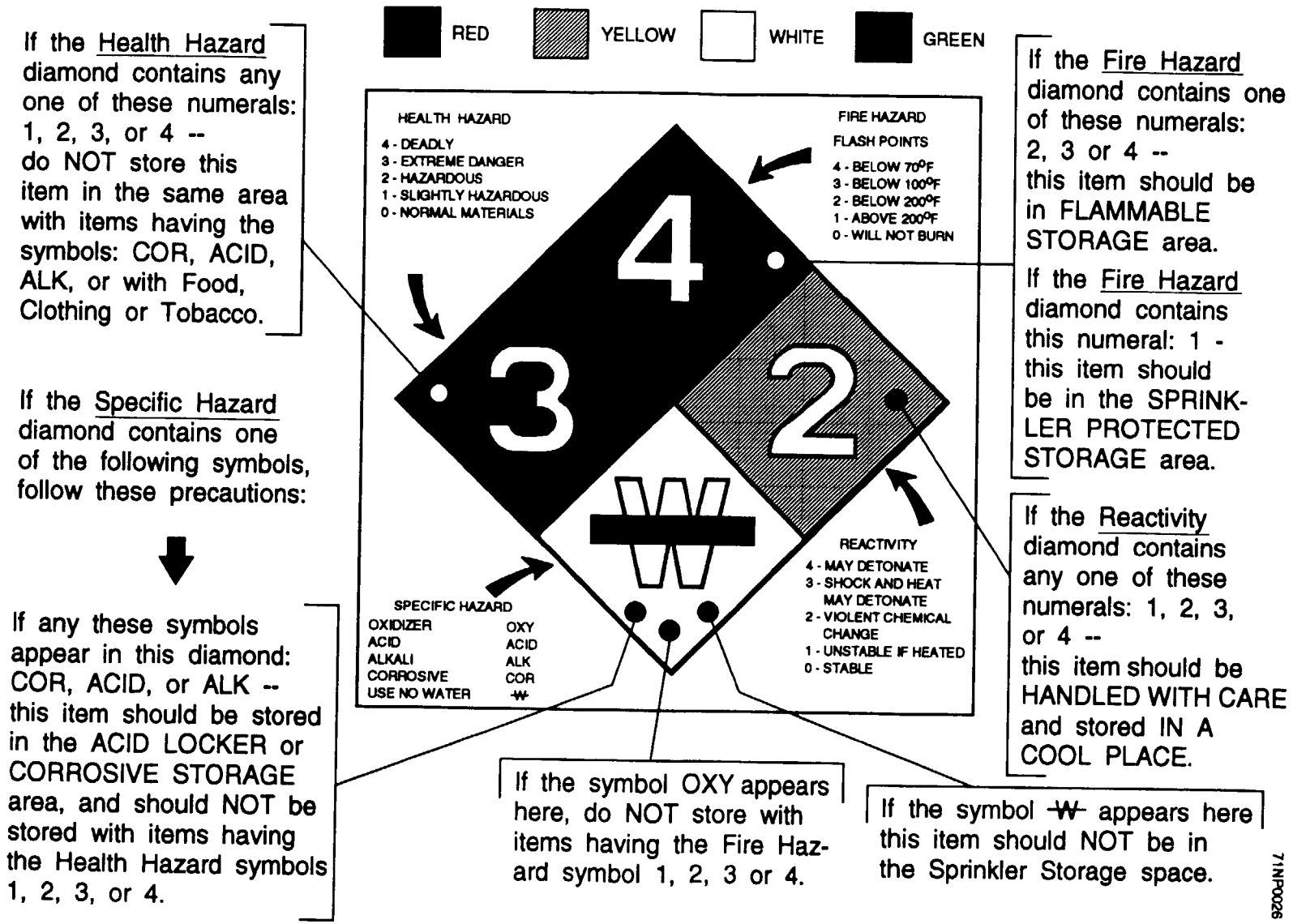
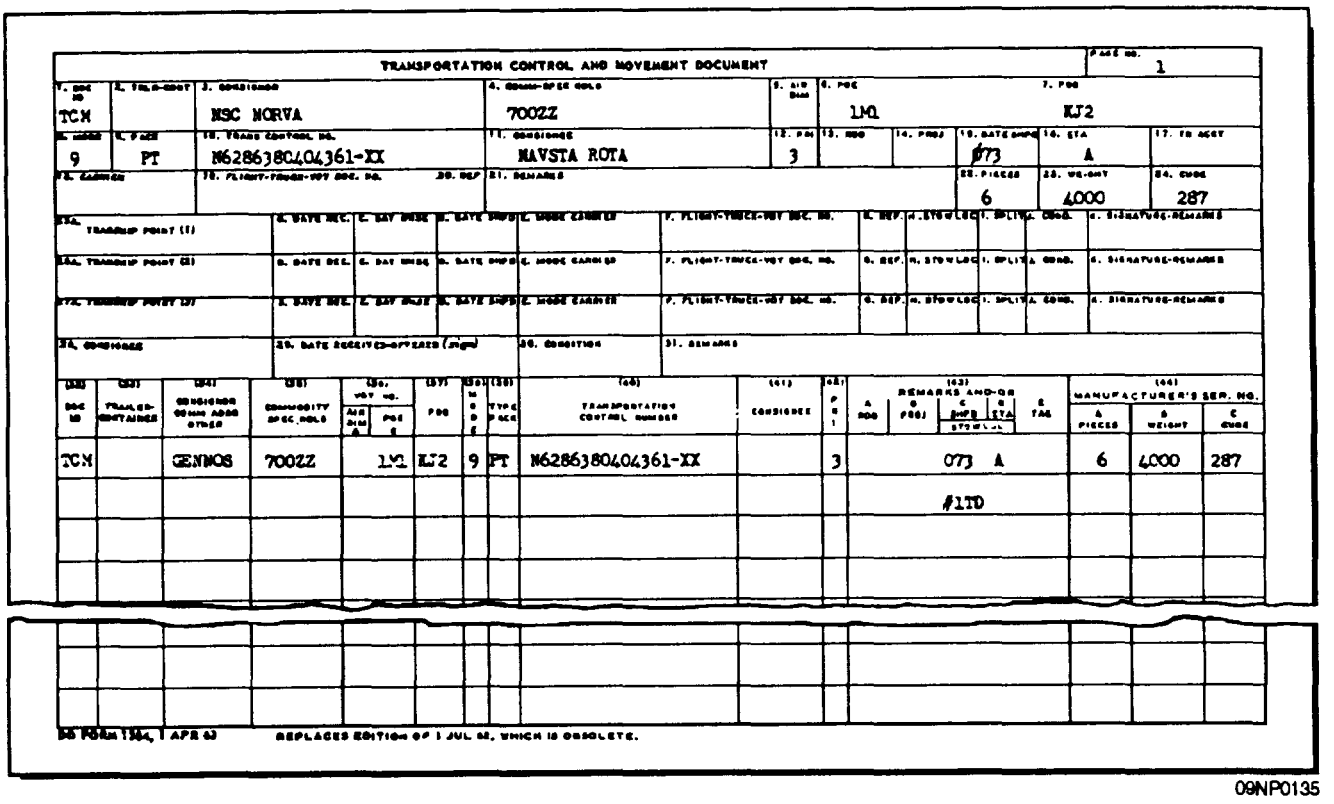

RED
YELLOW
WHITE
GREEN
HEALTH HAZARD
4 - DEADLY
3 - EXTREME DANGER
2 - HAZARDOUS
1 - SLIGHTLY HAZARDOUS
0 - NORMAL MATERIALS
FIRE HAZARD
FLASH POINTS
4 - BELOW 70°F
3 - BELOW 100°F
2 - BELOW 200°F
1 - ABOVE 200°F
0 - WILL NOT BURN
4
3
2
W
SPECIFIC HAZARD
OXIDIZER OXY
ACID ACID
ALKALI ALK
CORROSIVE COR
USE NO WATER W
REACTIVITY
4 - MAY DETONATE
3 - SHOCK AND HEAT MAY DETONATE
2 - VIOLENT CHEMICAL CHANGE
1 - UNSTABLE IF HEATED
0 - STABLE
If the Health Hazard diamond contains any one of these numerals: 1, 2, 3, or 4 -- do NOT store this item in the same area with items having the symbols: COR, ACID, ALK, or with Food, Clothing or Tobacco.
If the Specific Hazard diamond contains one of the following symbols, follow these precautions:
If any these symbols appear in this diamond: COR, ACID, or ALK -- this item should be stored in the ACID LOCKER or CORROSIVE STORAGE area, and should NOT be stored with items having the Health Hazard symbols 1, 2, 3, or 4.
If the Fire Hazard diamond contains one of these numerals: 2, 3 or 4 -- this item should be in FLAMMABLE STORAGE area.
If the Fire Hazard diamond contains this numeral: 1 - this item should be in the SPRINKLER PROTECTED STORAGE area.
If the Reactivity diamond contains any one of these numerals: 1, 2, 3, or 4 -- this item should be HANDLED WITH CARE and stored IN A COOL PLACE.
If the symbol OXY appears here, do NOT store with items having the Fire Hazard symbol 1, 2, 3 or 4.
If the symbol W appears here this item should NOT be in the Sprinkler Storage space.
71NP0026

Figure 14-8.—MIL-STD Symbol 1341.


TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT

PAGE NO. 1

1. DOC NO	2. TRANS-SHIP	3. CONSIGNOR	4. CONSIGNEE CODE	5. AID DOC	6. POE	7. POD
TCM		NSC NORVA	70022		LMQ	KJ2

8. MODE	9. PACK	10. TRANS CONTROL NO.	11. CONSIGNEE	12. PEI	13. MCC	14. PROJ	15. DATE SHIP	16. ETA	17. TD ACCT
9	PT	M628638040436I-XX	NAVSTA ROTA	3			073	A	

18. CARRIER	19. FLIGHT-VOY-TRUCK-VOY SOC. NO.	20. REF	21. REMARKS	22. PIECES	23. WEIGHT	24. CUBE
				6	4000	287

25A. TRANSHIP POINT (1)	26. DATE REC.	27. DAY MODE	28. DATE SHIP	29. MODE CARRIER	30. FLIGHT-VOY-TRUCK-VOY SOC. NO.	31. REF	32. STOW LOC	33. SPLIT A. COND.	34. SIGNATURE-REMARKS
25B. TRANSHIP POINT (2)	26. DATE REC.	27. DAY MODE	28. DATE SHIP	29. MODE CARRIER	30. FLIGHT-VOY-TRUCK-VOY SOC. NO.	31. REF	32. STOW LOC	33. SPLIT A. COND.	34. SIGNATURE-REMARKS
25C. TRANSHIP POINT (3)	26. DATE REC.	27. DAY MODE	28. DATE SHIP	29. MODE CARRIER	30. FLIGHT-VOY-TRUCK-VOY SOC. NO.	31. REF	32. STOW LOC	33. SPLIT A. COND.	34. SIGNATURE-REMARKS
25A. CONSIGNEE	26. DATE RECEIVED-OFFLOADED (Sign)		26. CONDITION	31. REMARKS					

(35) DOC ID	(36) TRAILER-CONTAINER	(37) CONSIGNEE CODE/ADDR SYMBS	(38) COMMODITY SPEC. NOS.	(39) VOY NO. AID DOC	(39) VOY NO. POE	(40) POD	(41) M & S NOS	(42) TYPE PACK	(43) TRANSPORTATION CONTROL NUMBER	(44) CONSIGNEE	(45) PRI	(46) REMARKS AND/OR A. ADD	B. POD	C. SHPR STA	D. STOW LOC	E. TAC	(47) MANUFACTURER'S SER. NO. A. PIECES	B. WEIGHT	C. CUBE
TCM		GENNOS	70022		LMQ	KJ2	9	PT	M628638040436I-XX		3	073 A					6	4000	287
												#LTD							

DD FORM 1384, 1 APR 83 REPLACES EDITION OF 1 JUL 82, WHICH IS OBSOLETE.

09NP0135

Figure 14-9.—Ocean manifest.

The stowage location should be indicated on the ocean manifest which is then taken to the supply office. All shipping documents should be kept in the supply office for use in planning the delivery of the freight. When the freight is delivered, the consignee signs for it on a copy of the shipping document. This copy should be retained in the supply office files as proof that the material was delivered.

TRACING A SHIPMENT

MILSTAMP provides for tracing a shipment after supply status has been received under MILSTRIP. The requisitioner may request the shipping activity to institute a MILSTAMP tracer once a supply status has been received and the material receipt date has passed.

The tracer is routed through the transportation system according to the routing instructions shown on the original TCMD. It continues until it intercepts the shipment or inches a point where the exact status of the shipment is known. At that point, the status is added to the tracer and returned directly to the requesting activity.

PACKING FOR SHIPMENT

The supply department is responsible for preparing material for shipment.

The items that you receive for shipment will range from the very rugged to the very delicate. Some items contain delicate mechanisms and require careful packing; rugged items may not require such care. NAVSUP P-485 and *Supply Afloat-Packaging Procedures* (NAVSUP P-484) contain specific instructions for items that require a particular type of packing or unusual precautions in handling. Be sure you understand these instructions. Also, follow Department of Defense publications pertaining to packing and crating.

TERMS

Ships are responsible for packaging mandatory repairable items. Terms relating to the packaging and shipping of repairable are defined in the glossary.

METHOD OF SHIPMENT

The nearest shipping authority decides on which of four available methods of shipment maybe used. They are:

1. United States mail
2. Army and Navy vessels
3. Government air Service
4. Commercial carriers
   a. Rail freight
   b. Air freight
   c. Motor truck
   d. Freight forwarders
   e. Ships of United States registry
   f. Ships of foreign registry
   g. Small parcel carriers (e.g., USPS, Federal Express).

DEGREE OF PROTECTION

The degree of protection given or required for packaging and packing to meet anticipated shipping conditions. Protection levels are defined as Levels A, B, and C. The level of packaging and packing of a shipment is marked on exterior activities of the level provided. An exterior containers in appropriate combinations to inform the receiving activities of the level provided. An exterior shipping container marked C/C indicates the packaging (first letter) and packing (second letter) are both Level C.

LEVEL A— The degree required to protect against the most severe conditions that may be encountered during shipment, handling, and storage.

LEVEL B—The degree required for protection when the condition areto be less severe than those requiring Level A, but more severe than time for which Level C is adequate.

LEVEL C—The degree required for protection under known favorable conditions during shipment, handling, and limited storage. Repairable must be given Level C protection since guarded handling is mandatory and the designated overhaul point is known.

TRANSPORTATION PRIORITIES

DOD Instruction 4410.6 established a Uniform Material Movement and Issue Priority System (UMMIPS) for the requisitioning and movement of material within the DOD distribution system. The policy and criteria established by UMMIPS for determining and observing the priority of material movement by shipping activities is implemented in DOD MILSTAMP Regulation. Transportation priorities (TPs) and movement criteria for material not covered by UMMIPS are included in MILSTAMP for the purpose of expressing uniformity of demands for transportation service upon the Defense Transportation System (DTS).

The UMMIPS time standards imply that highspeed transportation may be necessary to meet the requirements of operating forces for high-priority material demands (priority designators 01-08). Under these conditions, the basic objective is to satisfy customer demands on time, without operating and transportation costs becoming an overriding factor.

Transportation priorities are normally assigned based on the priority designator of the requirement being shipped. Table 14-1 shows the relationship between priority designators and transportation priorities. TRANSPORTATION PRIORITIES WILL NOT BE UPGRADED except by specific modification to original supply demands. "EXPEDITED HANDLING" shipments (UMMIPS priorities 01-03 with code '999" indicated in the RDD field of the requisition) will be afforded the highest precedence of handling prescribed in this regulation, overriding all other priorities, projects, and RDDs. In addition to the three TPs just mentioned TP4 is used in MAC airlift for deferred airfreight on the basis as authorized by MILSTAMP.

MILSTAMP AIR SHIPMENT

Air shipment within DTS is normally limited to transportation priorities 1 and 2 (PD 01-08) shipments. However, transportation priority 3 (PD 09-15) shipments with advanced RDDs may qualify. Naturally, air shipment would be used if it were more economical or if surface transportation were not available. The three major military airlift systems used by the Navy are the Military Airlift Command (MAC), QUICKTRANS, and Fleet Logistics Airlift System.

PACKAGING REPAIRABLE

The objectives of the mandatory turn-in repairable program are to expedite the immediate return of repairable, and to provide adequate packaging that will

Table 14-1.-Relationship Between UMMIPS Issue Priority Designators (PD) and MILSTAMP Transportation Priorities (TP)

UMMIPS PD	Transportation Priority (TP)
01-03	1
04-08	2
09-15	3

ensure the safe return of an item. Detailed procedures for packaging of repairables are contained in *Supply Afloat Packaging Procedures,* NAVSUP P-484.

CARGO

On ships that are primarily cargo ships, a cargo officer (who may or may not be in the supply department) is assigned the responsibility of receipt, custody, stowage, and delivery of cargo.

CLASSES OF CARGO

Military cargo may be divided into the following general classification.

GENERAL—Miscellaneous material packed in boxes, bales, crates, packages, bundles, or on pallets.

PERISHABLES—Meats, fruits, vegetables, milk, and medical department supplies which must be kept under refrigeration.

VEHICLES—Wheeled and tracked equipment including weapons. Most vehicles need definite deck space, headroom, and other clearance.

TROOP SPACE CARGO—Seabags or barracks bags, footlockers, bedrolls, and office equipment. This cargo should be placed in an accessible stowage space.

HEAVY-LIFT CARGO—Exceeds the capacity of available booms and requires special handling equipment. The safe working load (SWL) is usually marked on the boom heel.

DANGEROUS CARGO—Explosives, flammable liquids and solids, oxidizing material, corrosive liquids, compressed gases, poisons, radioactive material, and other hazardous articles. Dangerous cargo may be referred to as "Label Cargo" because Federal regulations require that suitable warning labels be affixed to all such material.

SECURITY CARGO—Material of unusual value or of a highly pilferable nature which is given special handling, stowage, and protection; such as shipments of narcotics liquor, high-value technical equipment, and ship's store stock.

CLASSIFIED CARGO—Shipments of equipment or publications classified as "confidential" or higher. These shipments must be safeguarded in accordance with the *Navy Security Manual for Classified Information,* OPNAVINST 5510.1.

CARGO LOADING

You should load and stow cargo in accordance with the stowage plan prepared by the cargo officer. How the cargo officer works up the plan depends on the amount and type of cargo and the way the ship is to be loaded. That is whether it is a combat load for an amphibious operation, fleet-issue load for replenishment at sea, or base load for an advanced base.

If it is a combat load, the articles of equipment needed first will be loaded last. Articles and supplies that will not be needed until later will go in the bottom of the hold. Vital equipment will be stowed where it can be offloaded first

Fleet-issue loaded ships are not loaded to capacity because a lot of space is sacrificed to provide passageways. The passageways are required to make all items in the holds accessible. This material is transferred during underway replenishment as required by the receiving ships; therefore, it must be stowed so that all items are readily available.

The base load gives the cargo officer more leeway in planning, but still requires that cargo be loaded according to certain basic principles of stowage and rules of common sense.

In the stowage of cargo, the Navy strives to meet the following conditions:

- Protect the ship and crew from damage or injury,
- Protect the cargo from damage,
- Make maximum use of available space,
- Maintain maximum stability of the ship, and
- Attain speed in loading and unloading.

SHIP'S NOMENCLATURE

Cargo holds vary in size and shape depending on the ship and their location aboard ship. Typical forward and after holds are shown in figures 14-10 and 14-11 respectively. You will understand cargo handling in a ship's hold much better if you are familiar with the applicable ship's nomenclature.

CARGO STOWAGE

The following paragraphs discuss some of the basic principles of stowage. They are not only applicable to stowing cargo, but may also be used to good advantage when stowing ship's material.

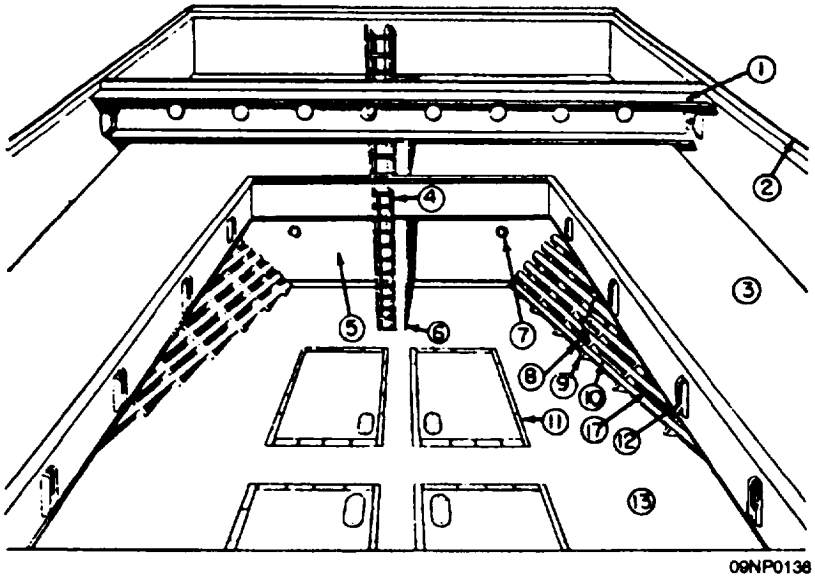
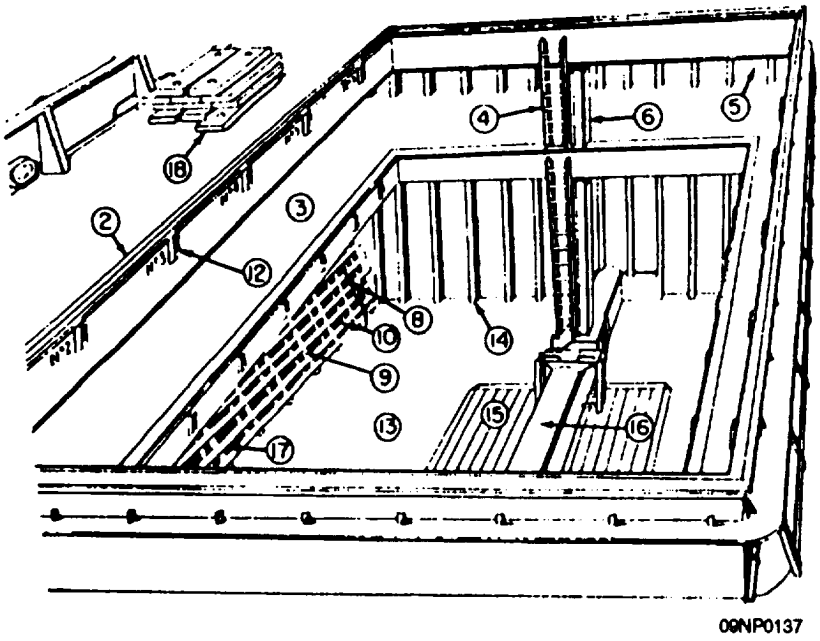


Figure 14-10.-Forward hold of a ship.



1. Beam
2. Coaming
3. Tween deck
4. Hatch ladder
5. Bulkhead
6. Stanchion
7. Ring
8. Flare
9. Frame
10. Sweat batten
11. Tank top
12. Beam socket
13. Lower hold
14. Stiffener
15. Ceiling planks
16. Shaft tunnel
17. Skin
18. Hatchboards

Figure 14-11.-After hold of a ship.

USE OF DUNNAGE

Dunnage is any type of material used to protect the ship and the cargo. Generally, roughfinished, low-grade lumber is used, but you can also use burlap, cardboard, heavy paper, and metal battens.

The main function of dunnage is to make the cargo an integral part of the ship thereby protecting both the ship and the cargo. Dunnage has the following specific uses:

PREVENTS CHAFING—Dunnage prevents one article from robbing against another as illustrated in figure 14-12.

PREVENTS MOVEMENT—Figure 14-12 also shows dunnage between the last two bombs. It fills space which, if left unfilled, would permit the bombs to shift.

PROVIDES SEPARATION OF CARGO—Material such as burlap or heavy paper may be effectively used to separate types of lots of material.

Figure 14-12.—Dunnage used to fill space.

EQUALIZES PRESSURE—Figure 14-13 illustrates how dunnage is used in "flooring off" to distribute the weight of cargo in succeeding layers.

CRIBBING—Cribbing consists of beams formed into a framework to provide support to heavy equipment or other material.

PERMITS DRAINAGE—When laid athwartships or fore and aft, according to the design of the ship, dunnage permits water to flow into the drainage system.

PROVIDES VENTILATION—When laid athwartships or fore and aft, according to the design of the ship, dunnage provides circulation of air through the cargo.

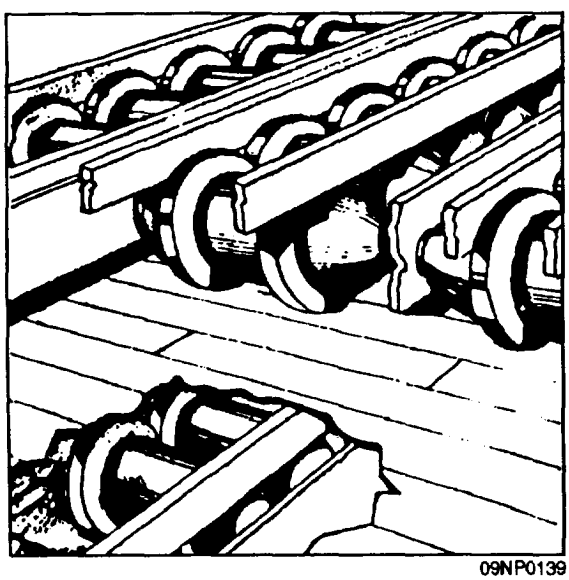


Figure 14-13.—Flooring off.

BULKHEAD—Dunnage makes a good bulkhead against a tier of cargo. Since the bulkhead will provide considerable stability to the cargo, suitable bracing must be installed.

CHOCKING AND BRACING—Dunnage can be used to chock and brace heavy machinery and crates to prevent shifting. Dunnage serves a useful purpose in stowing cargo, but it can also damage cargo. For example, wet dunnage in the hold of a ship produces excessive moisture that may damage the cargo. Oil-stained or dirty dunnage can contaminate foodstuffs. It is a good practice never to reuse dunnage until it has been inspected, washed and dried as needed, and sorted for specific purposes.

There is no definite set of rules governing the use of dunnage. When using it, you should also use thought and common sense.

Bagged Material

Many commodities are packaged in burlap or paper bags. Bagged cargo must be stowed so that it will not be damaged by moisture. Dunnage should be used to prevent it from touching stanchions, beams, or other structures that could cut or tear the bag.

Several ways of stacking bags are shown in figure 14-14. Alternating the bags such as shown in view A makes a more secure stack. The method in view B provides more ventilation for material that requires it. View C shows how dunnage may be used to tie together the stacks, making them more secure and also providing increased ventilation. Stacking as shown in view D permits more bags to be stowed in a given space but ventilation is greatly reduced.

Cases and Cartons

Generally, cargo consists of an assortment of wooden and fiberboard boxes and cases constructed in various sizes and shapes, and which may or may not be palletized. Careful planning is necessary when you are stowing such cargo. Skill is also necessary in placing dunnage. The largest and heaviest cases should be stowed in the lower holds, and the smaller boxes should be placed between and around them. This protects the smaller and lighter cartons and helps to keep the tiers level. Also less dunnage is required. Figure 14-15 shows another example of using dunnage to floor off, to distribute the weight of a second level of material evenly over the first. Using dunnage in this manner is particularly important when stowing containers of unequal size and weight.

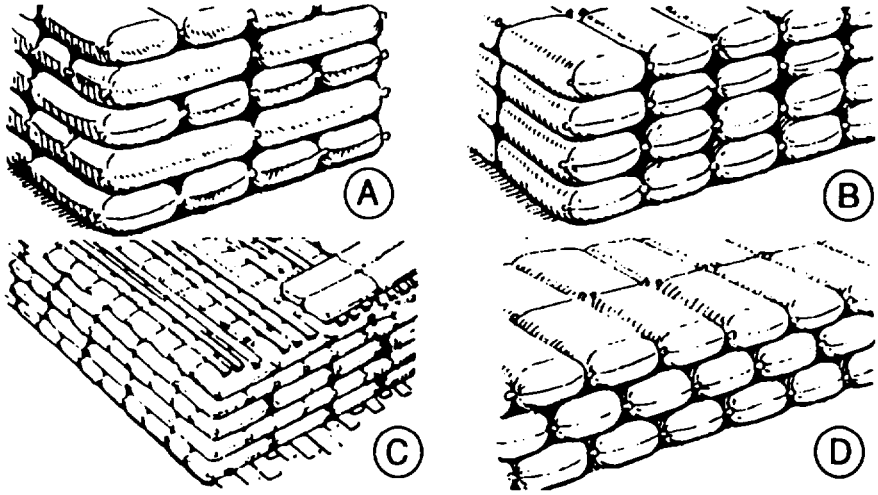


Figure 14-14.-Stacking bagged goods.

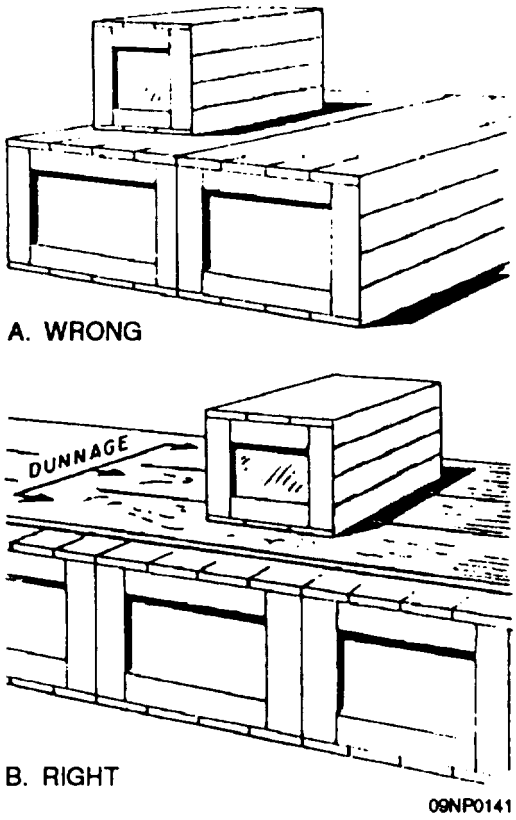


Figure 14-15.—Right and wrong ways to stack boxes.

Heavy containers should be landed on rollers or dunnage when using a crane or ship's booms to load and when it is impractical to use materials handling equipment. This permits safe removal of the slings. If rollers (such as lengths of pipe) are used, they provide an effective means of moving the item into the stowage location in a hold or on deck. (See figure 14-16.) A handtruck may then be used as a pry to remove the rollers.

Small boxes, cases, and crates can be secured as illustrated in figure 14-17. Run the line from one securing point around the box to a securing point on the opposite side. If the line is light or the box heavy, run

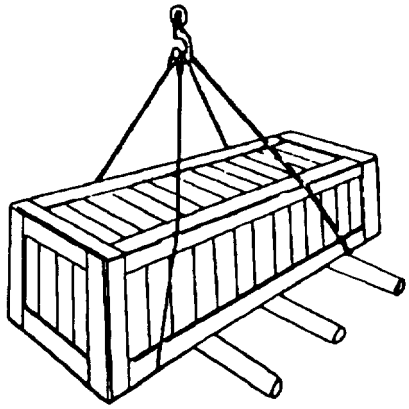


Figure 14-16.-Landing a case on rollers.

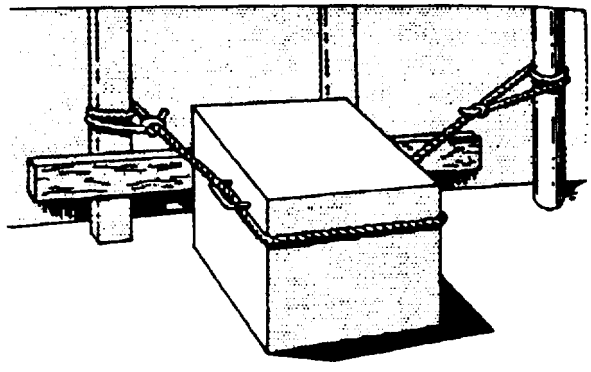


Figure 14-17.-Proper way to secure small boxes.

the line back and forth two or three times. Lash boxes tight against something solid, such as a bulkhead. When this is not possible, place planks or dunnage across two or more stanchions or beams and lash the box against them.

Do not tie lashings to electric cables small or lagged pipes, door or hatch dogs or hinges, electric motors, lifeline stanchions, or to anything not firmly secured.

IDENTIFICATION OF HAZARDOUS MATERIALS

Hazardous chemicals and materials used by the Navy are identified as Military Standard (MIL-STD) symbols. The symbols are listed in HMIS and are for stowage and materials-handling operations only. The type of symbols used is determined by the material involved.

Stowing Hazardous Materials

Requirements for stowage of industrial chemicals and materials are provided by the assignment of stowage codes. These codes are listed in HMIS.

DECK CARGO

It may be necessary to stow some cargo on deck because of its nature, size, or shape. This cargo may include flammables, bottled gases, acid, heavy machinery, and vehicles. Considerable care and planning are necessary in securing this cargo to provide for the safety of personnel and the ship and the security of the cargo.

Cargo must be located so that vents, firefighting equipment, bitts, chocks, and sounding tubes are not blocked off. It may be helpful to measure and mark off stowage locations with chalk prior to loading. Cargo must be properly secured to prevent shifting because of pitching or rolling of the ship. To accomplish this, it is often necessary to weld padeyes or braces to the deck.

Deck cargo is normally stowed by Boatswain's Mates. When it is necessary for you to stow cargo on deck, make sure that the cargo is adequately protected against the weather, sea, and motion of the ship, and that personnel and the ship are protected against injury or damage by the cargo.

SAFETY

Accidents are costly in human life and property damage. The Storekeeper should observe *safety* precautions and make sure that all personnel working under your supervision observe safety precautions at all times. The hoisting and handling of heavy stores, the handling of powerdriven equipment, and the storing of acids and material subject to for and explosion are all dangerous tasks. Proper safety precautions must be rigidly observed to prevent accidents. Always remember "Accidents do not just happen; they are caused." Among the more common types of accidents encountered in the handling of stores are personnel being hit or thrown, or slipping and falling. These are discussed in the following paragraphs.

BEING HIT OR THROWN

Personnel may be hit or thrown due to any of the following:

1. Defective equipment. Worn or defective equipment should be reported immediately upon detection. Temporary repairs to items such as chains and slings must not be made with wire.
2. Thrown or tipped objects. Personnel must not be allowed to throw objects such as blocks, crowbars, and chain slings from the hangar deck down into storerooms. Personnel working aloft should be cautioned not to drop tools or objects to the deck below.
3. Improperly assembled drafts. Cargo nets should never be loaded in such a manner that items are likely to fall out or be crushed during hoisting.
4. Not standing clear. The words "stand clear" should be passed when cargo or hoisting gear is being lowered into a hatch or from the hangar deck to the pier. Personnel in storerooms should go forward or aft of the hatch opening when cargo is being lowered.
5. Improper landing. Cargo should be guided to a safe landing after being stopped about 1 foot above the deck.
6. Loads stopped overhead. If loads being hoisted must be stopped before being lowered, they should be stopped over the weather deck never over open hatches or over the heads of personnel.

7. Collisions. Normally, traffic between drafts and stowed cargo should keep to the right. Personnel should be cautioned to be alert to avoid foot injuries caused by the dropping or shifting of heavy objects. Care should be taken in operating forklifts, tow motors, etc., to prevent collisions with obstructions and personnel.

8. Standing in the bight of a line. Personnel should be cautioned never to stand in the bight of a line or the eye of a cargo strap or sling. The result might be the loss of leg(s) or more serious injury.

SLIPPING AND FALLING

During loading and offloading there are several potential dangers which may cause slipping and falling. Some of the most common of these are described as follows:

1. Open hatches. Guards should be posted near open hatches, and safety lines must be rigged around such openings when stores are being loaded or offloaded.

2. Temporarily covered hatches. Temporarily covered hatches, such as hatches covered with tarpaulins, may offer a greater danger than open hatches. Such coverings should not be used except when absolutely necessary due to inclement weather, etc.

3. Riding hooks or loads being hoisted. During the loading of stores, personnel should never be allowed to ride cargo-handling equipment such as hooks, cargo nets, pallets, etc., being hoisted from the dock to the ship.

4. Removed handrails. When handrails are removed to load stores or for other reasons, guards must be posted or the working area roped off to prevent personnel from falling overboard.

5. Ladders. Personnel should not be allowed to use ladders in the square of a hatch when stores are being lowered or hoisted in the hatch. Great care should be exercised in the use of ladders when hatchboards from several decks have been removed. Stairway-type ladders should be used when practicable and available.

6. Defective wharf. The inspection and maintenance of the wharf or pier are primarily the responsibility of the shore station. However, defective flooring, etc., should be reported by the Storekeeper immediately upon detection of the defect.

7. Slippery decks. To prevent injury to personnel, a slippery material such as oil, grease, or ice on decks and piers should be removed at once or covered with sand, cinders, sawdust, or other antislip material.

SHIPMENT OF PERSONAL EFFECTS

Personal effects consist of articles having an intimate relation to the owner or custodian. They may include Navy-owned special clothing and equipment, clothing prescribed by the *Navy Uniform Regulations,* money, negotiable and nonnegotiable instruments, and miscellaneous articles of intrinsic, sentimental, and utility value.

You may be called upon from time to time to effect disposition of personal effects that were lost, abandoned, or unclaimed. They may have belonged to personnel missing, deceased, desired absentees, or deserters. When the owner of personal effects cannot be located, every effort must be made to locate the next of kin, the heir, or the legal representative of the owner. It is the responsibility of commanding officers afloat and ashore to initiate inquiries for this purpose.

As a member of the supply department, you may share some of these responsibilities. Upon receipt of personal effects, the supply department is responsible for their custody, storage, security, shipment, disposition, and for the maintenance of adequate records of them. Detailed instructions for conducting the inventory of personal effects and preparing NAVSUP Form 29 are found in NAVSUP P-485. A sample NAVSUP Form 29 (both front and reverse sides) is shown in figures 14-18 and 14-19.

A Storekeeper afloat is seldom concerned with the shipment of household goods. At a shore station, however, an SK may be assigned to a billet requiring knowledge about shipments. Before you can advance in rate, therefore, you must meet the qualifications covering the shipment of household goods.

Shipment of personal effects is accomplished using DD Form 1199 (see figure 14-20). NAVSUP P-485 contains instructions for preparing it as a shipping document for personal effects.

INVENTORY OF PERSONAL EFFECTS
(Lost/Abandoned/Unclaimed)
NAVSUP Form 29 (REV 5-78)

THE PRIVACY ACT OF 1974. AUTHORITY: Title 5, U.S.C. Code 5724. USE OF SSN authorized by Executive Order 9397 of 22 November 1953; Title 4, U.S.C. Code 406. PRINCIPAL PURPOSE: To serve as a record of property impounded by the Government incident to a member's death or disappearance. ROUTINE USES: (a) Serves as a record of all property impounded by Government which has been left behind by members who have disappeared or belonging to deceased members or employees. (b) Serves as a source document for preparation of shipping documents used to return property to next of kin or legal owner. VOLUNTARY: Lack of SSN on this form will not directly affect the member. When it is furnished, however, it precludes any possible mistaken identity, when names are the same, and this is a frequent occurrence.

NAME (LAST, FIRST, MIDDLE)	SSAN
JOHNSON, LARRY, BROWN	960 49 7301
SHIP/STATION	DATE ACQUIRED CUSTODY
USS JOHN PAUL JONES (DDG-32)	10 JAN 1979

HOME OF RECORD
973 "M" ST., S.E., WASHINGTON, D.C. 20381

NAME & ADDRESS OF NEXT OF KIN/HEIR/LEGAL REP
MR. JOSEPH L. JOHNSON (FATHER) 973 "M" ST., S.E., WASHINGTON, D.C. 20381

REASON FOR INTERVENTION (SELECT ONE ITEM)

☒ DECEASED ☐ DECLARED AWOL/DESERTER ☐ MENTALLY/PHYSICALLY INCAPACITATED
☐ MIA ☐ TRNSFRD ON LV OR TEMDU ☐ TRNSFRD W/O BELONGINGS

DATE: 10 JAN 1979

INVENTORY BOARD APPOINTED	DATE OF APPOINTMENT	APPOINTED BY (TYPED NAME OF CO/OINC SIGNATURE)
SENIOR: LT W. B. MCDONALD OTHER: FT1 K. MORRIS	10 JAN 1979	CDR R. E. DODSON, USN

REC'D FR INVENTORY BOARD DATE:	SIGNATURE/RANK/TITLE OF RECEIVING OFFICER	SHIP/STA (IF OTHER THAN AB)
10 JAN 1979	LT I. L. GARNER, SC, USN SUPPLY OFFICER	

STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS

OWED TO ABOVE-NAMED MEMBER BY	AMOUNT	OWED BY ABOVE-NAMED MEMBER TO	AMOUNT
NONE			

PERSONAL EFFECTS BEING SHIPPED TO:
☐ NEXT OF KIN ☐ LEGAL OWNER ☐ PEDC CHEATHAM ANNEX ☒ PEDC OAKLAND CA

REMARKS (OVERSEAS/TYPED NAME OF CUSTOM INSPECTOR (IF APPLICABLE)
CUSTOM INSPECTOR: SK2 DARYL (NMN) WILSON
TRANSFERRED ON EXPENDITURE INVOICE R52192/9010/7012
TO: COMMANDING OFFICER, NAVAL SUPPLY DEPOT, YOKOSUKA JAPAN
FOR FURTHER SHIPMENT TO: PERSONAL EFFECTS DISTRIBUTION CENTER, NAVAL SUPPLY CENTER, OAKLAND, CALIF.
CLASS 3 MONEY: TREASURY CHECK #7,943,298 ISSUED IN THE AMOUNT OF $31.57, PAYABLE TO COMMANDING OFFICER, PEDC, NAVAL SUPPLY CENTER, OAKLAND, CALIF.
FORWARDED: REGISTERED MAIL REGISTRY #421

09NP0144

Figure 14-18.—Example of a NAVSUP Form 29 (front).

NAME (LAST, FIRST, MIDDLE): JOHNSON, LARRY, BROWN

SSAN: 960 49 7301

ASSIGNED TO: "W" DIVISION

DATE: 10 JAN 1979

LIST OF PERSONAL EFFECTS

CLASS I BEDDING	DESCRIPTION	NUMBER
	BLANKET	
	COVER, PILLOW	
	COVER, MATTRESS	
CLASS II-CLOTHING PRESCRIBED BY NAVY UNIFORM REGULATIONS	BAG, DUFFEL	1
	BELT	2
	BLOUSE/SHIRT	
	CAP (BLK/LB/KHAKI)	
	COAT (UTILITY/WINTER)	1
	COAT (RAIN)	1
	COAT UNIFORM (WINTER/SUMMER)	1
	GLOVES/HANDBAG	
	HAT (COMBINATION)	1
	HAT, COVERS (WH/BLK/KHAKI)	1
	HAVELOCK	
	HOOD, RAIN	
	INSIGNIA (AS REQUIRED)	
	LINGERIE	
	NECKTIE	2
	SCARF	
	SHIRT (WH/BLK/KHAKI)	1
	SHIRT (UTILITY)	2
	SHOE (DRESS)	1
	SHOE (GYM/SAFETY)	
	SHORTS	
	SKIRTS	
	SLACKS	
	SOCKS	6
	TROUSERS (UTILITY)	3
	TROUSERS (BL/WH/KHAKI)	1
	UNDERSHIRT	6
	UNDERDRAWERS	6

CLASS III - MONEY	DENOM.	NO.	AMOUNT
BILLS	$ 20	1	20 00
	10	1	10 00
	1	1	1 00
SUBTOTAL			
COINS	$1.00		
	.50		
	.25	1	25
	.10	2	20
	.05	1	05
	.01	7	07
	.		
SUBTOTAL			57
FOREIGN CURRENCY			
TOTAL			31 57

CLASS IV - NEGOTIABLE & NON-NEGOTIABLE INSTRUMENTS	VALUE
TOTAL	

CLASS V - MISCELLANEOUS ARTICLES OF INTRINSIC, SENTIMENTAL & UTILITY VALUE

RAZOR (NORELCO) (1 EA)
WATCH (SEIKO) (1 EA)
RADIO (PANASONIC) (1 EA) SER R-1492

REMARKS

INVENTORY BOARD

SEAL NO.

SENIOR BOARD MEMBER: LT W.B. MCDONALD

DATE OF INVENTORY: 10 JAN 1979

OTHER BOARD MEMBER: FT1 K. MORRIS

FOR USE OF SUPPLY OFFICER

DISPOSITION (*If other than owner/bailee or shipment to other activity*)

APPROVED BY (*Signature of appointing officer*)

09NP0145

Figure 14-19.—Example of a NAVSUP Form 29 (back).

SHIPPING CONTAINER TALLY ⟶ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO. 1 | NO. OF SHEETS 1 | 6. REQUISITION DATE | 5. REQUISITION NUMBER

1. FROM
(R52192) USS JOHN PAUL JONES (DDG-32)

7. DATE MATERIAL REQUIRED | 8. PRIORITY

2. TO
(N62649) COMMANDING OFFICER
U.S. NAVAL SUPPLY DEPOT
YOKOSUKA, JAPAN

9. AUTHORITY OR PURPOSE
NAVSUP P-485 par. 1300

10. SIGNATURE
LT. I. L. GARNER, SC, USN

11a. VOUCHER NUMBER AND DATE
R52192/9010/7012

3. SHIP TO - MARK FOR
(N00228) PERSONAL EFFECTS DISTRIBUTION CENTER
NAVAL SUPPLY CENTER
OAKLAND, CALIF.

12. DATE SHIPPED | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATION AND SUBHEAD	O&I CL	BUR. CONT. NO.	SUBAL. LOT	AUTHORIZATION ACCT'G ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUNTRY	COST CODE	AMOUNT
		MEMORAN	DUM	INVOICE					

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	PERSONAL EFFECTS, PROPERTY OF: SN LARRY BROWN JOHNSON, 960 49 7301, USNR RECEIVED BY: _____ DATE: _____		NOTE:	CONTAINERS CONSIST OF: 1 EA SEABAG 1 EA SUITCASE 1 EA CARDBOARD BOX				09NP0146

16. TRANSPORTATION VIA MATS OR M&TR CHARGEABLE TO

17. SPECIAL HANDLING

RECAPITULATION OF SHIPMENT

	ISSUED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CONTAINER						
	CHECKED BY					
	PACKED BY					
				TOTAL		

18. RECEIPT

	DATE	BY	SHEET TOTAL
CONTAINERS RECEIVED EXCEPT AS NOTED			
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1 MAR 89 1149 (S-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 88 WHICH MAY BE USED | S/N 0102-011-1801 | ORIGINAL 09NP0146

Figure 14-20.—Example of a DD Form 1149.

APPENDIX I

GLOSSARY

ACCOUNTABILITY—The obligation imposed on anyone authorized to have custody or possession of public property, to produce the property or evidence of authorized disposition when directed.

ACCOUNTABLE ACTIVITY—Activities that receive and issue materials in and out of a stores account (NSA or APA), maintain required records, and submit returns that reflect current inventory status.

ACCOUNTABLE OFFICER—An officer charged by law, regulation, or lawful order with the responsibility for public funds or property. In Milling this responsibility he/she must maintain accurate records, ensure that the funds or property are properly used, and submit periodic returns that reflect current inventory status.

ACCOUNTING PERIOD—A definite period of time fixed by law or administrative action, for assembling, recording, or reporting accounting data.

AEL—Allowance Equipage List. Contains the onboard allowance of equipage and supplies to support the ship's mission.

AFLOAT CONSUMPTION COST AND EFFECTIVENESS SURVEILLANCE SYSTEM (ACCESS)—A system that uses automatic data processing equipment to collect and summarize basic consumption data It is generated during the course of supply operations afloat. The data collected comes from issue documents used in shipboard supply systems. ACCESS also collects obligation and deficiency data from fiscal operations and other Navy programs. ACCESS provides fleet commanders, type commanders, and ships with information about the overall supply operation. Reports are tailored to the needs of management at each level of command. That way attention can be placed on the data that is of greatest importance. Identification of problem areas is one example of how the reports may be used.

ALLOWANCE ITEMS—Items that appear in authorized allowance documents (e.g., COSAL, APL, and ISL) with an allowed quantity.

ALLOWED ITEMS—Allowance and nonallowance items that qualify for local stocking, or be procured as DTO material for immediate or planned use.

APA—Appropriations Purchase Account. Material purchased by a bureau or command that has been charged to appropriated funds. The material is then available for issue to end-users without charge to operating funds.

APPROPRIATION—An authorization from Congress to obligate public funds (known as obligations) for specific purposes and to make payments from the treasury to pay those obligations. The making of these obligations and payments are restricted by time and monetary limitations.

APPROPRIATION SYMBOL—A symbol used to identify a specific appropriation on accounting documents.

ASSEMBLY—.When repairable are returned from the user for shipment to the designated overhead point (DOP), you must sort out and tally the weight of items to be packaged or that are already unit-packaged. This is the ASSEMBLY process. It is at this point that light and fragile items are segregated from heavy, rugged items and that the type of packaging necessary for each is determined.

AUTHORIZATION ACCOUNTING ACTIVITY—The activity designated to perform allotment accounting for a ship or another activity. Allotment accounting does not include OPTAR accounting.

AUTOMATED SHIPS—Ships equipped with an electronic digital computer (EDC) system that processes supply and accounting documents and records.

AVERAGE ENDURANCE LEVEL—The quantity of on hand material required to sustain operations

for a period of time without aumgmentation. It is set half-way between the safety level and stockage objective. That is, the safety level plus one-half of the operating level.

BACKORDER—A requisition that cannot be filled by the supply activity from current stock that is being held until additional stock is received.

BACKORDER RECONCILIATION REQUEST—A request from a supply some to a requisitioner to compare requisitions held on backorder by the supply source with those carried as outstanding by the requitioner.

BACKORDER RECONCILIATION RESPONS—Reply to a reconciliation request advising the supplier to hold the backorder until it can be supplied or to cancel it.

BILL OF LADING—A document that acknowledges receipt of material by a commercial carrier. It serves as a contract between the shipping activity (U.S. Government) and the carrier for carriage of the material.

BREAKOUT—The act of taking stock from bulk storerooms for issue, transfer, or sale.

CANCELLATION—A total or partial discontinuance of supply action requested by the requisitioner and confirmed by the supplier.

CARGO—Items of supplies, materials, stores, baggage, or equipment (gear) that are transported as freight. This is in contrast to those items that are transported as part of passenger movements.

CARRIED ITEMS—Stocked items on which the supply department maintains stock records showing current on-hand stock balances.

CARRIER—This term includes railroads, small parcel carriers, freight forwarders, motor carriers, barge and steamship carriers, air carriers, pipeline companies, and the Navy's all cargo contract airlift system (QUICKTRANS).

CHARGEABLE ACTIVITY—The activity for which an expenditure represents a cost of operation.

COGNIZANCE (COG) SYMBOL—A two-character symbol that designates the stores account in which a type of material is carried and the responsible inventory control point.

COMBINED ACCOUNTABILITY—Refers to the operating procedures to be followed when the ship's store retail outlet and bulk storerooms are operated by the same person.

COMMON CARRIER—Under U.S. law, this is a person or a comany engaged in the business of transporting passengers or property for compensation.

CONSIGNEE—The activity or person designated to receive the shipment of material.

CONSIGNOR—The activity or person shipping the material. The consignor enters into the bill of lading contract with the carrier.

CONSUMABLES—Items not specifically designated as equipage or repair parts. Examples are administrative and housekeeping items, common tools, paints, cognizance symbol 11 forms. When material is to be used for accomplishing maintenance actions, it is considered consumable for procurement transactions.

CONSUMPTION DOCUMENT—A form used to record and/or report shipboard issue of material. Consumption occurs at the time material is issued regardless of when it is used. The NAVSUP Form 1250-1 is the consumption document used by most nonautomated ships. The DD Form 1348 is the consumption document used by most automated ships.

CONTRACT CARRIER—Under U.S. law, a person or company other than a common carrier who, under special and individual contracts or agreements, transports passengers or property for compensation.

CONTROLLED EQUIPAGE—Selected items of equipage that require increased management control due to high cost, vulnerability to pilferage, or essentiality to the ship's mission. Controlled equipage (e.g., life preservers, gas masks, binoculars, and firearms) generally is carried on board in allowance quantities only. It requires special inventory control. Items classified as controlled equipage are listed in the NAVSUP P-485.

COSAL—Coordinated Shipboard Allowance List. Contains nomenclature and nameplate data on equipment, identification data for repair parts, and designates the allowance of repair parts to be stocked in supply storerooms.

COST ITEMS—Material used in ship's store service activities (such as the barbershop or laundry) in the performance of a service to patrons, and items sold through cup-type vending machines.

CRITICAL ITEM—An item essential to the operational readiness of a ship or aircraft. It is in short supply in system stocks (or expected to for an extended period of time). Lists of critical items, with reporting instructions, are distributed periodically by inventory managers (ASO and SSPO) to designated ashore and afloat activities. The term may also be used afloat to refer to high usage, bulky consumables (e.g., "never out" items such as rags, toilet paper, etc.) that, because of space constraints, must be replenished at every opportunity.

CUBE—The amount of space occupied by an item to be shipped. It is normally expressed in cubic feet to the nearest tenth. The cube of an item is determined by multiplying the length times the width times the height.

CUSTODY—Responsibility for the care, stowage, use, and records of Navy material.

DEFENSE TRANSPORTATION SYSTEM (DTS)—Consists of military controlled terminal facilities; Military Airlift Command (MAC) controlled aircraft; Military Sealift Command (MSC) controlled or arranged sealift; and government-owned or controlled air or land transportation.

DEMAND—The total quantity of an item that has been used during a specific period of time. A request for a not carried item to be procured. An issue of a stock item.

DEMAND-BASED ITEM (DBI)—Peacetime operating stock (POS) items.

DIRECT TURNOVER (DTO) MATERIAL—Any consumable, repair part, or equipage item ordered from sources external to the ship for DTO to the using department for immediate or planned use.

DLA—Defense Logistics Agency Supply System. Management responsibility and control of items in common use by all military services.

DOCUMENT IDENTIFIER-A three-digit code that identifies the purpose of a MILSTRIP document.

DODPM—Department of Defense Military Pay and Allowance Manual.

DTG—Date/Time Group. The identifying number assigned to naval messages by the originator. It consists of the date, time, month, and year.

DTO—Direct Turnover. Material ordered to fill an immediate requirement and issued to the requesting department upon receipt.

DUNNAGE—Material (such as lumber or burlap) used in stowing material to provide protection to both the material and the ship.

EIC—Equipment Identification Code. A seven-digit alphanumeric code used to identify an equipment or its components or parts for the Maintenance Data Collection System.

ENDURANCE—The period of time required for a ship to use a definite quantity of supplies.

END-USE—Refers to the final accounting for material when it is issued from a stems account with a charge to operating finds.

EQUIPAGE—Items of a durable nature that are not consumed in use and are essential to the ship's mission. An allowed quantity is usually determined on an individual ship basis and is contained in an APL, AEL, or similar list. Does not include mechanical, electrical, ordnance, or electronic equipments, components, or systems. Equipage items are identified with end use applications aboard ships to the extent that an allowed quantity of the item can be determined on an individual ship basis. Equipage items comprise the greater majority of items listed in the AELs and Part IIIB of the COSAL. Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code (See NAVSO P-3013).

EQUIPMENT—Equipment includes any functional unit of hull, mechanical, electrical, electronic, or ordnance-type material that is operated by itself or as a component of another system or subsystem, It is identified by a Component Identification Number (CID) or similar number.

EQUIPMENT AND EQUIPAGE REPLACEMENT FUNDED BY TYPE COMMANDER AS CONTROLLED EQUIPAGE—Durable, high-priced, and essential items of equipment and equipage not designated as controlled equipage. They are replaced only during a ship's regular overhaul. Replacements of such items (e.g., anchors, shots of chain, chain stoppers, binnacles,

pelorus, laundry equipment), accomplished during a regular overhaul, are chargeable to overhaul funds. If replacement of such items is required between overhauls, an OPTAR augmentation normally will have to be requested from the type commander.

EQUIPMENT VALIDATION—The procedure of making sure that equipment descriptions shown on the allowance lists agree with the nameplate data on the installed equipment. This procedure usually begins at least 6 months before the ship arrives at a shipyard for the supply availability.

EXCEPTION STATUS—Any supply action taken on a requisition other than issue of material in the quantity requested.

EXPENDITURE—Any act that results in a decrease in Navy assets (material or funds).

EXPIRED APPROPRIATION—An appropriation that is no longer available for obligation but is still available for disbursements to liquidate existing obligations.

FEDERAL CATALOG SYSTEM—The cataloging system under which all items under centralized inventory control of the DOD and civil agencies of the U.S. Government are named, described, classified, and numbered.

FISCAL YEAR—A 12-month period selected for accounting purposes. The government fiscal year begins 1 October and ends 30 September of the following calendar year.

FOLLOWUP—An inquiry to the last known holder of a requisition made by the requisitioner as to the action taken on that requisition.

FOLLOWUP REPLY—The current status of a requisition. Furnished by the supply activity in response to a followup.

FORCE/ACTIVITY DESIGNATOR—A Roman numeral designator that relates to the military mission of the force or activity.

FREQUENCY OF DEMAND—The number of times that an item has been issued.

FSC—Federal Supply Classification. The first four digits of the NSN that indicates the group and class of an item. Use of the FSC permits placing all material in categories by use and characteristics.

FSCM—Federal Supply Code for Manufacturers. A five-digit code assigned to manufacturers and suppliers for proposes of identification in various supply publications.

FUND—A segregated sum of money or other resource to be expended or used for specified purposes.

FUND CODE—A two-character code used to cite the appropriate accounting data on requisitions.

GROSS WEIGHT—The combined weight of a container and its contents including packing material.

HAZARDS—-Conditions of risk known or anticipated to be encountered during shipping, storage, or handling of naval material. Hazards must be known so that an appropriate level of protection to prevent loss or damage can be instituted. Hazards are further classified as mechanical, climatic, and dangerous.

HIGH LIMIT—The maximum quantity of material to be maintained on hand and on order or to sustain current-operations. It includes the sum of stocks represented by the operating level, the safety level and order and shipping time (equivalent to "requisitioning objective").

HULL AND STRUCTURAL (FACILITIES) MAINTENANCE PRESERVATION MATERIAL—All Navy Stock Account types of maintenance material used in hull and structural (facilities) maintenance and preservation exclusive of cleaning supplies.

ICP—Inventory Control Point. The inventory manager that has cognizance or control of material for specifications, procurement, and stocking. May be a Navy or other Defense activity.

INTER—Between or among. Used in supply operations to refer to relationships or transactions between two or more organizations (intership, interservice, interstate, etc.).

INTERMEDIATE MAINTENANCE ACTIVITY (IMA) TECHNICAL STORES— supply department stocks of repetitively demanded repair parts and equipment-related consumables (on board tenders and repair ships). They are stored in other departmental spaces for ready availability in accomplishing IMA functions. To qualify for inclusion in "IMA technical stores," an item must be used by only one shop (or one group of contiguous shops), and must meet the frequency of demand criteria set by the type commander.

The quantity of each item in the custody of another department, plus the on-hand quantity of any "backup" stock in supply department storerooms, must not exceed the ship's prescribed stockage objective. IMA technical stores will not include MTR items, critical items, or PEB items. They also do not include bulkhead mounted spares or bulky consumables which are otherwise authorized to be stored in other departmental spaces.

INTERMEDIATE PACKAGE—The consolidation of two or more unit packages for ease in handling, storage, and shipping by the use of tie, wrap, bag, or interior containers, limiting the weight to 35 pounds, when possible.

INTRA—Within. Used in supply operations to refer to relationships or transactions entirely within one organization (intraship, intraservice, intrastate, etc.).

INVENTORY—The quantity of stocks on hand for which stock records (cards/listings/tape) are maintained. It also means that the material on hand is physically inspected and counted, and stock records reconciled.

INVENTORY CONTROL—Information in connection with material as to amounts on hand, amounts on order, rate of consumption, and prospective future rate of consumption.

INVENTORY SEGMENT—A subgrouping of stock material for physical inventory purposes. The segment may be by cognizance symbol, or Federal supply class. The segment may be some other form of commodity grouping, like SIM items, shelf-life material, boat spares, electron tubes, boiler tubes, fire brick, and so on.

ISSUE—Expenditure of material from the supply officer's custody to shipboard use.

LOW LIMIT—The stock position that signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time (equivalent to "reorder point").

JTR—Joint Travel Regulations, volume 1, Members of the Uniformed Services and volume 2, Civilian Personnel.

MAINTENANCE ASSISTANCE MODULES (MAMS)—Replaceable assemblies (modules) needed to perform an approved maintenance plan which calls for identifying the fault of failed module through progressive and/or selective module substitution. MAMs are found in the COSAL.

MAINTENANCE DATA SYSTEM (MDS)—A basic element of the 3-M program. It provides a means of recording maintenance actions in great detail. In addition to recording maintenance actions performed, the system provides data about the initial discovery of the malfunction, such as how the equipment malfunctioned, how many man-hours were expended, what equipment was involved, what repair parts and materials were used, what delays were incurred, the reasons for delay, and the technical specialty or rating that performed the maintenance.

MAINTENANCE AND MATERIAL MANAGEMENT (3M)—A system of recording, reporting, and evaluating the maintenance requirements of the fleet.

MAINTENANCE SOURCE CODE—A code that identifies the source of parts or other materials obtained from other than normal supply channels. When applicable, it is entered on NAVSUP Form 1250-1 or DD Form 1348 to document and report the use of nonissued maintenance items. Maintenance source codes are found in the NAVSUP P-485.

MANDATORY TURN-IN—A term applied to designated repair parts and components and which requires that the defective item be turned in when a replacement is ordered

MANIFEST—A detailed listing by type of all cargo loaded in any one conveyance destined for a particular discharge point.

MARKING—The application by stamping, printing, painting, labeling or tagging of numbers, item name, NSN, symbols, or colors on containers and items for identification during shipment, handling, and storage.

MATERIAL CONTROL CODE—A one-letter code assigned by the inventory manager to indicate the rate of usage or to designate those items having special reporting and/or control requirements.

MCRL—Master Cross-Reference List. A conversion list from reference to NSN.

MDCS—The Maintenance Data Collection System provides a method of accumulating data on labor and material used in equipment maintenance.

MEDIA AND STATUS—A one-digit code assigned to MILSTRIP requisitions that indicates the type of status required and the activity to receive it.

MILSTAMP—Military Standard Transportat.ion and Movement Procedures. Provides standard procedures, forms, and language to be used by all military services and other agencies using the DOD transportation system. This is accomplished by the use of uniform coded and noncoded data, formats, and procedures. MILSTAMP is promulgated by DOD Regulation 4500.32R.

MILSTRIP—Military Standard Requisitioning and Issue Procedures that provide common forms and language for requisitions, issues, and transfers within the Department of Defense.

MILSTRIP SUPPLY DEMANDS—The MILSTRIP document number used to construct the TCN. When the shipment unit is composed of more than one supply line item, the document number of the line item containing the earliest required delivery date (RDD) or the earliest document date is selected as the basis for the TCN.

ML-N—Management List-Navy. The "price list" for all material used by the Navy except medical supplies, subsistence, and ammunition. It also contains other elements of inventory management information.

MODULAR CONTAINERS—A series of specific-size containers so designed that they can be arranged together like blocks in several patterns and form uniform palletized unit loads.

MPP—Navy and Marine Corps Military Pay Procedures.

NC—Not Carried. Material for which them is no storeroom allowance.

NET WEIGHT—The total weight of an item. It does not include the weight of the container or packaging material.

NIIN—National Item Identification Number. A nine-digit number assigned to a specific item of material for purposes of identification.

NIS—Not In Stock. Material that is normally stocked in the storeroom but the supply of which is temporarily exhausted.

NONALLOWANCE ITEMS—Items that do not appear in authorized allowance documents or, that appear without an allowed quantity.

NONAUTOMATED SHIPS—Ships that do not have EDC equipment for processing supply and accounting documents and records. Ships having only keypunch facilities are considered to be nonautomated.

NON-MILSTRIP SUPPLY DEMANDS—In the absence of a MILSTRIP requisition, a TCN is constructed using the originator's unit identification code (UIC), the date, Alpha Code, and serial number(s).

NON-SIM ITEM—An item that does not have sufficient demand frequency to qualify as a SIM item.

NOT CARRIED (NC) ITEMS—Synonymous with the term *nonstocked material.* Items that are not stocked (i.e., items for which the supply department does not maintain stock records showing current on-hand stock balances).

NOT IN STOCK (NIS) ITEMS—Carried items that are on board when a demand occurs.

NSA—Navy Stock Account. Inventory of stores purchased from the Navy Stock Fund that have not yet been expended to end-use.

NSF—Navy Stock Fund. A revolving fund which finances the purchase or manufacture of 11 stores supplies, and services that are to be taken up in the NSA.

NSN—National Stock Number. Composed of the FSC and nine-digit NIIN.

NTI—Navy Travel Regulations.

OPERATING LEVEL—The quantity of material (exclusive of safety level) needed to sustain operations during the time between two successive requisitions. Normally, it is the quantity between the requisitioning objective (high limit) and the reorder point (low limit).

OPERATING SPACE ITEMS—Items required in shipboard operating spaces (e.g., shipfitter shop, electrical shop, laundry, etc.). These items are not recorded in stock records and are not under control of the supply office. Management of operating space items is vested in the department heads who control the operating spaces where they are located. The COSAL has a consolidated list of operating space items for the guidance of

department heads. These items generally are equipage-type items or specific equipment-related consumables maintained under individual department head custody. The nuclear weapons segment of the COSAL also includes general-use consumables for which backup material may be stocked by the supply department when supply department stowage space is adequate.

OPTAR—Operating Target. Obligational authority, which is granted by type commanders to ships and commands under his control, to cite his allotment in procuring materials and services. Instructions and limitations are provided by each type commander.

ORDER AND SHIPPING TIME—The elapsed time between the submission of a requisition and the receipt of the material requisitioned (equivalent to procurement lead time).

OUTSTANDING REQUISITION—A requisition for which not all requested material has been received.

PACK—A container, bale, bundle, pallet, or other similar medium that is of sufficient strength, to be stored or shipped safely without additional protection, usually the exterior shipping container.

PACKAGING—The application of wrappings, cushioning, and interior containers to an item, depending on the type of load and level of protection required. This does not include the exterior shipping container. Packaging is used to prevent loss or damage from physical hazards. Afloat, items should be packaged individually, limiting the weight to 20 pounds when possible.

PACKING—The placement of unit and intermediate containers into an exterior shipping container or onto a pallet. Included is the necessary interior blocking, bracing, and cushioning to prevent physical damage or loss to the item and its packaging.

PALLET—A low wooden or steel wire platform on which unit loads can be loaded and moved by fork trucks, cargo nets, or other materials-handling equipment.

PALLETIZING—The placement of banding, when necessary, on units or shipping containers of material on pallets.

PARTIAL SHIPMENT CODE—A code applied by shipping activities that indicates the transportation action which resulted in the release of a shipment unit in more than one increment. That is, the shipment unit exceeds the capacity of a single conveyance or for some other reason must be shipped in two or more conveyances by the same or mixed modes.

PEACETIME OPERATING STOCK (POS) ITEM—Synonymous with the term demand-based item. A term used by automated ships to identify items that have a relatively high issue rate. Normally, an item that has a demand frequency of two or more in a period of 6 months and continues to have at least one demand every 6 months thereafter is a POS item. It is the equivalent criteria of SIM items for nonautomated ships. The quantity of a POS item is that portion of the requisitioning objective that supplements the allowance and/or load list quantity(ies). If a POS item is not an allowance or load list item, the entire quantity of the requisitioning objective is considered to be POS. Semiannual review of stock records for POS items is required for recomputation of requisitioning objectives.

PORT OF DEBARKATION (POD)—The authorized point of entry into a foreign country or CONUS.

PORT OF EMBARKATION (POE)—The authorized point of departure from a foreign country or CONUS.

PRE-EXPENDED BIN (PEB) MATERIAL—SIM items having a low unit cost ($25 or less) and frequent usage. PEB items are expended from supply department records and placed in locations conveniently available to maintenance personnel.

PRE—EXPENDED MATERIAL—Material that has been issued and expended from stock record cards. A small stock is maintained by the using department for general maintenance work.

PRESERVATION—The application of appropriate cleaning and drying methods, preservatives, and coatings.

PRIORITY—A numerical designation, assigned to a requisition by the requisitioner, which is used to establish processing time for the requisition and anticipate delivery time for the material.

PRIORITY DELIVERY DATE—The maximum standard delivery date for requested material based on date and priority of the requisition.

PRIORITY SYSTEM—A means of establishing the relative importance of a requisition for the purpose of assigning a priority. The present system is based on the Force/Activity Designator and the urgency of need.

PRIVATE MESS—A mess (such as the wardroom mess) in which the cost involved is not met by appropriated funds.

PROCUREMENT—The act of obtaining materials or services.

PROJECT CODE—A three-character code used on requisitions to identify the purpose for which the material is ordered.

RATION—One day's legal allowance of food for one person

READY SERVICE SPARES (RSS)—Repair parts and spares designated by Hardware Systems Commands (HSCs) during Maintenance Engineering Analysis (MEA) to be stored in or near certain equipments for troubleshooting and for effecting rapid equipment/system repairs, A ready service spare will appear in the COSAL. This item may also appear in the SNSL as a storeroom item if usage warrants backup support.

REFERENCE NUMBER—A number used to identify a repair part. It may be a manufacturer's part number, a drawing number, or a specification or standards number.

REORDER POINT—The stock position that signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time (equivalent to 'low limit").

REPAIR PART—A manufactured and replaceable part or assembly for a piece of machinery or equipment. Items, including modules and consumable-type materials, that have an equipment application and appears in an Allowance Parts List (APL), Stock Number Sequence List (SNSL), Integrated Stock List (ISL), Naval Sea Systems Command drawings, or a manufacturer's handbook The COSAL lists repair parts and equipment-related consumables normally stocked by the supply department.

REPAIRABLE—A component or part designated by the cognizant inventory manager as an item that can be economically repaired when it becomes unserviceable. These recoverable items represent a high monetary investment, and their availability is essential to fleet operations. Some of these items may be disposed of locally when they become unserviceable and cannot be repaired by an organizational or intermediate maintenance activity. Mandatory turn-in repairables must be transferred to a designated depot level repair facility when they become unserviceable and cannot be locally repaired.

REPARABLE ITEM—A component or item that can be returned to an operable condition by the use of repair parts or by overhaul.

REQUISITIONING OBJECTIVE—The maximum quantity of material to be maintained on hand and on order to sustain current operations. It includes the sum of stocks represented by operating level, safety level, and order and shipping time (equivalent to "high limit").

RETAIL ITEMS—Merchandise sold through the ship's store.

RETENTION LIMIT—The maximum quantity of an item authorized to be retained on board load carrying ships. The retention limit consists of the allowance and/or load list quantity(ies) (or the requisitioning objective for demand-based items), plus the economic retention quantity as authorized by CINCLANFLT or CINCPACFLT. Any long supply that exceeds the retention limit is considered excess.

RETROGRADE—Any movement to the rear. Material that is being returned to rear supply or maintenance echelons away from the forward theater.

REVOLVING FUND—A fund established to carry out a cycle of operations. Such a fund is replenished by earnings or is reimbursed by collections or by charges to other appropriations for such items as commodities furnished or services rendered.

ROUTING IDENTIFIER—A three-digit code assigned to all supply support activities, other ashore activities with supply departments, and mechanized ships for the purpose of identifying them on MILSTRIP documents.

SAFETY LEVEL—The quantity of material, in addition to the operating level, required for continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.

SELECTED ITEM MANAGEMENT (SIM)—An inventory control principle which, in nonautomated ships, focuses management attention on the small percentage of items that experience the majority of onboard demands for material. Inventory management techniques that apply to repair parts and consumables designated as SIM items in nonautomated ships are found in the NAVSUP P-485.

SERVICES—Nonmaterial requirements such as equipment, rental, commercial telephone, ferry tickets, or similar services authorized by proper authority. For accounting purposes, documents for services will indicate the appropriate fund code as shown in NAVSO P-3013.

SIGNAL CODE—A single-letter code on a MILSTRIP requisition that designates who is to receive the material and who is to pay for it.

SIM—Selected Item Maintenance. An inventory control system by which maximum attention is given to those items experiencing a high rate of usage.

SIM DTO ITEM—Any consumable item that meets the frequency of demand criteria for a SIM item but is not stocked by the supply department, usually because of space limitations. Materials received are issued immediately to the using department.

SIM ITEM—An item that has experienced a frequency of demand of two or more within the past 6 months or has a predictable demand frequency of two or more based on deployed or seasonal usage. (Similar to criteria for terms 'peacetime operating stock and "demand-based items" used in automated ships.) Frequency of demand is defined as the number of separate times an item is issued, regardless of the quantity of each issue.

SPLIT SHIPMENT CODE—TM code is reserved for use by transshipment activities. The shipping activity always assigns code "X" to the 17th position. This code is used to indicate that the increment of the shipment unit (complete or partial) generated by the shipping activity must be further divided into two or more increments for onward movement in separate conveyances, The transshipping activity identifies each increment consecutively in the 17th position beginning with code "A." The last increment is always identified with code "Z."

STOCK ARTICLE—A collection of like items within a class.

STOCK-FUNDED SHIPS—Ships in which the inventory of general stems and repair parts is carried in NSA. The ship's OPTAR is charged when material is issued from supply storerooms to the using departments.

STOCK ITEM—Consists of each size or color, et cetera, of an article.

STOCK UNIT—The smallest quantity of a stock item that can be issued.

STOCKAGE OBJECTIVE—The maximum quantity of material to be maintained on hand to sustain current operations. It includes the sum of stocks represented by the operating level and the safety level.

SUPPLIES AND EQUIPAGE FUNDS—The term referring to funds granted to type commanders to support the normal operating expenses of the fleet.

SUPPLY AVAILABILITY-The period of time assigned for the accomplishment of a supply overhaul.

SUPPLY OPERATIONS ASSISTANCE PROGRAM/INTEGRATED LOGISTICS OVERHAUL (SOAP/ILO)—The concerted efforts of assigned shipboard personnel, under the supervision of ashore-based SOAP/ILO team members, to refine shipboard inventories of repair parts; to update related stock records consistent with prescribed allowances or other stowage objective criteria; and to identify material deficiencies and/or excesses. A SOAP/ILO, is designed to improve the supply readiness of the ship, entails the offload, identification, and inventory of shipboard stocks of repair parts, disposition of excesses, requisitioning of deficiencies, and the reload and restorage of allowed items in authorized quantities. SOAP/ILOs are performed (usually during a shipyard overhaul) in ships designated and scheduled by the type commander.

SUPPLY OVERHAUL—The physical effort involved in purifying and adjusting onboard stocks and records to bring them into agreement with the prescribed allowances, thereby improving the supply readiness of the ship.

SUPPLY SOURCE CODE—Identifies the basis or means of material availability at the time an item is requested. It is a code that identifies previously issued material that is returned to the supply department in ready for issue (RFI) condition. The supply source codes to be used are found in the NAVSUP P-485.

SUPPLY SUPPORT—The materials and services that are necessary for the operation of the ship and which are obtained from ashore activities or other ships.

SUPPLY SUPPORT CENTER—A single point of contact between the supply department and the ship's other departments to provide material identification, requisition status, and stock status information.

SURVEY—The procedure used to expend material from stock records and accounts when it is deteriorated, damaged, lost, missing, or otherwise unavailable for its intended use.

TARE WEIGHT—The weight of the container and the material used for packing.

TCN FOR SHIPMENT UNITS IN CONSOLIDATION—The TCN assigned to control shipment units in consolidation is the TCN of the shipment unit having the earliest RDD, or earliest TCN date.

TRANSPORTATION ACCOUNT CODES (TACs)—Four-position alphanumeric codes that identify the shipment of material to Navy operations and maintenance funds, procurement funds, and other Navy funds which ultimately reimburse the Navy Management Fund for shipment charges. They must be shown on all government bills of lading (GBLs), transportation control and movement documents (TCMDs), and other transportation documents that incur obligations against the Navy Management Fund. To find a TAC number, to MILSTAMP DOD Regulation 4500.32R, Volume II.

TRANSPORTATION CONTROL NUMBERS (TCNs)—The basic element of the MILSTAMP system. A number is assigned to each shipment unit as the shipment control from origin to destination.

TRANSPORTATION OFFICERS—Officers that act as agents for the government in the execution of contracts of carriage between carriers and the government. They initiate and receive shipments of property for which the government pays the transportation charges or in which the government has an interest.

TRANSFER—An action that shifts custody and responsibility for material from one supply officer to another supply officer or another activity.

TRUST FUND—A fund into which are deposited receipts that are held in trust in accordance with an agreement or legislative act and may be expended only in accordance with the terms of such trust or act.

UNIT IDENTIFICATION CODE—A symbol assigned by the Comptroller of the Navy to ships, aircraft units, stations, and other activities or units for purposes of identification on all accounting documents and reports.

UNIT LOAD—Assembling of packages or items into a single load, within a container, van, or palletized so it can be moved unbroken from the source to the user.

UNITIZED LOAD—A single item, or a number of items packaged, packed, or arranged in such a way that it can be handled as a single unit. Unitization may be accomplished by placing the item or items in a container, or by banding them securely together.

UNIT PACKAGE—The first tie, wrap, or container applied to a single item or a quantity, or to a group of items of a single stock number, that constitutes a complete or identifiable package.

USAGE DATA—Past experience figures showing the rate of issue for specific items of stock.

VALIDATION, EQUIPMENT—See equipment validation.

APPENDIX II

REFERENCES USED TO DEVELOP THIS TRAMAN

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